Supreme Court, U. S.
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APPENDIX

(DEFENDANT'S EXHIBIT B—RULES AND PROCEDURES)

Supreme Court of the United States

OCTOBER TERM, 1975

No. 74-1269

JOHN L. BARRY, Commissioner of the SUFFOLK COUNTY POLICE DEPARTMENT,

Petitioner,

against

THOMAS DWEN, as President of the Suffolk County Patrolmen's Benevolent Association and THOMAS DWEN, Individually,

Respondent.

ON WRIT OF CERTIORARI TO THE UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT

PETITION FOR CERTIORARI FILED APRIL 8, 1975
CERTIORARI GRANTED MAY 27, 1975

DEFENDANT'S EXHIBIT B--RULES AND PROCEDURES

rules and procedures

POLICE DEPARTMENT
COUNTY of SUFFOLK
NEW YORK

Pursuant to the authority vested in me by the Charter of the County of Suffolk and subject to the pertinent rules of the Suffolk County Civil Service Commission and the statutes of the State of New York, the Police Department, County of Suffolk, New York, Rules and Procedures are hereby effective and published this date for the administration, control, disposition and government of the members and employees of the Police Department.

All rules, regulations and orders previously promulgated which are not incorporated herein are herewith revoked.

John L. Barry

JOHN L. BARRY
Police Commissioner

preface

FIRST PRINTING, ... FEBRUARY, 1967
SECOND PRINTING, ... DECEMBER, 1968
THIRD PRINTING, ... DECEMBER, 1972

REFERENCE TO THE RULES AND PROCEDURES

Reference are by Chapter, Section and ,aragraph number. For example; ''2/14.3'' refers to Chapter 2, Section 14, paragraph 3. References within the same chapter are indicated by a section number only. Index reference, example; ''2/14.3 - 14.6 signifies an inclusive reference within Chapter 2.

RESEARCHING THE RULES AND PROCEDURES

Research can be accomplished not only through the index, but through the Table of Contents also. By referring to the Table of Contents, one will find a listing of all sections within a chapter. After turning to the chapter and sections desired, marginal sub-titles identify each paragraph.

AMENDMENTS TO THE RULES AND PROCEDURES

Future amendments will be prepared annually for insertion in the Rules and Procedures. If a particular amendment is urgent, it will be made effective by a Special Order via teletype. Each member is responsible that the amendments he receives to his Rules and Procedures are inserted immediately. The pages amended (replaced by new pages) are to be destroyed immediately by the member. Amendments via teletype will be noted under the appropriate chapter, section, and paragraph of the Rules and Procedures by the member.

Published by:
Police Department, County of Suffolk, N.Y.
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PDCS-R&P **part I**

administrative section

administrative section

rules and procedures

POLICE DEPARTMENT, COUNTY OF SUFFOLK, NEW YORK

E 4

Defendant's Exhibit B--Rules and Procedures

CHAPTERS CONTAINED WITHIN THIS SECTION

CHAPTER 1 .....ORGANIZATIONAL STRUCTURE
CHAPTER 2 .....GENERAL REGULATIONS
CHAPTER 3 .....ABSENCE AND ATTENDANCE
CHAPTER 4 .....UNIFORMS AND EQUIPMENT
CHAPTER 5 .....DISCIPLINE AND PUNISHMENT
CHAPTER 6 .....COURTESIES AND RECOGNITIONS
CHAPTER 7 .....WRITTEN ORDERS AND MEMORANDA
CHAPTER 8 .....RECORDS AND FILES
CHAPTER 9 .....FORMS SYSTEM

E 5

Defendant's Exhibit B--Rules and Procedures

Title — 1.0 LEGAL STRUCTURE

Creation — 1.1 The Police Department, County of Suffolk, New York was created on 1 January, 1960 by Chapter 278 of the Laws of 1958, known as the Suffolk County Charter.

Terminology — 1.2 The term ''Police Department'' or ''Department'' means the Department of Police of the County of Suffolk, New York and such term includes the term ''Police Force''. The term''Police Force''or''Force'' includes all members of the Department excepting those members appointed to render clerical, mechanical, laboring services, crossing guards, or such other positions classified as non-police.

Police Budget — 1.3 The Police Department operates as two units, Headquarters and Police District, each with separate budgets.

H.Q. Budget — A. The Headquarters unit functions on a county-wide basis and is divided into offices, divisions, bureaus, sections and units.

Police District Budget — B. The Police District renders services to the territory within the County which consists of: The Towns of Babylon, Huntington, Islip, Smithtown and Brookhaven; and the Incorporated Villages of Lindenhurst, Babylon, Patchogue, Brightwaters, The Branch, Old Field, Poquott, Port Jefferson, Belle Terre, Shoreham, Bellport and Lake Grove. The Police District is divided into zones, precincts, sectors and posts.

organizational structure

Title 2.0 ORGANIZATIONAL STRUCTURE

Command Listing 2.1 The following offices, Divisions, Bureaus, Sections and Units are established and maintained:

Police Commissioner's Structure

2.2 Office of the Police Commissioner.

A. Central Administration
(1) Public Information & Management Services
a. Internal Management Consultants
b. Public Information Officer
(a) Shield 370 Editorial Staff
c. Data Processing Liaison
(2) Budget Management Staff
(3) Central Planning & Special Operations
a. Central Planning Staff
(1) Management Services
b. Special Operations
(1) Headquarters Security
B. Deputy Commissioner

1. Organized Crime Control Bureau
(a) Criminal Intelligence Section
(b) Special Investigation Section
(c) Organized Crime Section
(d) District Attorney Section
2. Legal and Inspection Bureau

Detective Division Structure

2.3 Office of Chief of Detectives
A. General Service Bureau
(1) North Zone Detective Section
a. 2nd Squad Unit
b. 4th Squad Unit
c. 6th Squad Unit
(2) South Zone Detective Section
a. 1st Squad Unit
b. 3rd Squad Unit
c. 5th Squad Unit
(3) East Zone Detective Section
a. 7th Squad Unit.

organizational structure

B. Technical Service Bureau
(1) Main Office Administration Section
(2) Laboratory Section
(3) Identification Section
(4) Fugitive Section
C. Special Crime Bureau
(1) Homicide Squad Section
(2) Narcotics Squad Section
(3) Crime Control Section
a. Robbery Unit
b. Auto Theft Unit
c. Arson-Unit
d. Lost Property Unit

Operations Division Structure

2.4 Office of Chief of Operations
A. Transportation & Maintenance Bureau
(1) Vehicle Maintenance Section
(2) Building Maintenance Section
B. Property Bureau
(1) Recovered Property Section
(2) Impound Section
C. Supply & Procurement Bureau
(1) Quartermaster Section
(2) Printing Section
(3) Armorer Section
D. Pistol License Bureau
E. Communications Bureau
(1) Technical Service Section
(2) Complaint Dispatching Section
F. Aviation Bureau
(1) Aircraft Maintenance Section
(2) Aviation Flight Section

Personnel Division Structure

2.5 Office of Chief of Personnel
A. Personnel Bureau
(1) Personnel Records Section
(2) Payroll Section
(3) Investigation Section
(4) Medical Section
(5) Chaplains Section

organizational structure

B. Police Academy Bureau
(1) Recruit Section
(2) In-Service Section
(3) Firearms Section
(4) Audio Visual Section
C. Finance Bureau
(1) Audits Section
D. Central Records Bureau
(1) Records Section
(2) Reports Section
(3) Warrants Section
(4) Revocations Section
E. Civil Defense Bureau
F. Community Service Bureau
(1) Youth Section
(2) Community Relations Section
(3) Speakers Section
(4) P.A.L. Section

Patrol Division Structure

2.6 Office of Chief of District
A. Highway Patrol Bureau
(1) Engineering Section
(2) Enforcement Section
(3) Emergency Service Section
B. Marine Bureau
(1) Barrier Beach Section
C. Special Patrol Bureau
(1) Canine Section
(2) Courts Section
(3) Truck Scales Section
D. Precinct Patrol Bureau
(1) 1st Precinct Section
(2) 2nd Precinct Section
(3) 3rd Precinct Section
(4) 4th Precinct Section
(5) 5th Precinct Section
(6) 6th Precinct Section

organizational structure

Title 3.0 OFFICE OF THE POLICE COMMISSIONER

Police Commissioner

3.1 The Police Commissioner has jurisdiction and control of the government, administration, disposition and discipline of the Police Department, the Police Force and the members thereof. During the prolonged absence without means of contact, or disability of the Police Commissioner, such member of the Force as the Police Commissioner may designate, possesses all the powers and performs all the duties of the Police Commissioner except the power of making appointments and transfers. Any officer, acting as the Police Commissioner, carries out the orders of the Police Commissioner, previously given. Except in extreme emergency, these orders are not countermanded or set aside. When an order is countermanded or set aside, a report stating the reasons is made to the Police Commissioner. The officer acting upon behalf of the Police Commissioner, assists in administrative matters as directed, and performs such other duties as directed from time to time by the Police Commissioner. When an unforeseen emergency arises and the Police Commissioner, because of any incapacity, is unable to designate such officer, the order of succession to possess all the powers and perform all the duties of the Police Commissioner is as enumerated in 2/3.1.

Central Administration

3.2 Central Administration, commanded by the Chief of Staff, is responsible for the administration and supervision of the Commissioner's

Staff and acts as advisor to the Commissioner on matters relative to the organization, management, policies and procedures of the Department. The Chief of Staff acts as liaison between the Commissioner and the Departmental Divisions and will represent the Commissioner as Labor Relations Liaison between the Department and all labor organizations within the Department. The Central Administrative Staff and its two subdivisions; Public Information and Management Services, and Central Planning and Special Operations perform the functions specified herein.

Functions

A. Administer the following Departmental Programs:
(1) The Employee Suggestion Program
(2) The Forms Control Program
(3) The Cartography Service Program
(4) The Administrative Directives Program
(5) The Information Exchange Program

B. Exercise staff supervision to prevent duplication of effort or conflict with rules, procedures and policies of the Commissioner in the following:
(1) All Special, Personnel, and General Orders.
(2) All General Reporting, Administrative and Command Level Forms.
(3) All Official Publications of the Department
(4) All Systems and Procedures within the Department
(5) All Data Processing Service Requests
(6) All State and Federal Grant Requests

C. Coordinate and evaluate for the Commissioner:

(1) The Planning Programs of all Departmental Commands
(2) The Management Reporting System

D. Prepare the Department Budget and Annual Report

E. Develop by conducting research and studies:
(1) Plant, equipment and personnel needs of the Department

F. Design and Control authorized items such as:
(1) Department maps
(2) Charts and diagrams
(3) Work Schedules

G. Act as liaison between the Department and:
(1) The Data Processing Department
(2) Police labor organizations

H. Maintain the following official Department files:
(1) Special, Personnel, and General Orders
(2) General Reporting, Administrative and Command Level forms
(3) Official Departmental Publications
(4) Rules and Procedures Archives
(5) Policy Statements of the Commissioner
(6) Official Studies and Surveys of the Department

Public Information & Management Services

3.3 Public Information and Management Services, a subdivision of Central Administration, is responsible for all State and Federally funded Programs affecting the Department, in addition to the direct supervision of the following staff functions:

Internal Management Consultants

A. Internal Management Consultants-responsible for the comprehensive and constructive review of operations at all levels of the Department with the objective of improving effectiveness.

organizational structure

Public Information Officer

B. Staffed by the Assistant to the Commissioner who is the official liaison between the Department and members of the news media. He acts as spokesman for the Commissioner, and formulates and disseminates press releases for the Department.

Shield 370 Editorial Staff

(1) The Shield 370 Editorial Staff coordinates all Department news and prepares and edits the monthly magazine "Shield 370".

Data Processing Liaison

C. The Data Processing Liaison is responsible for coordinaiion between the Police Department and the Department of Data Processing with the objective of increasing police services by exercising staff supervision over requests for data processing services and establishing Departmental priorities for these requests.

Budget Management Staff

3.4 The Budget Management Staff is responsible for developing current and long range budgetary needs while exercising sound administration of all monies allotted to the Department for operating expenses. The Budget Staff also prepares and controls the annual Department Budget.

Central Planning & Special Operations

3.5 Central Planning and Special Operations, a sub-division of Central Administration is responsible for coordination and control of all projects resulting from requests for services. Its objective is to meet the needs of management by establishing priorities and exercising staff supervision over the programs it administers. It is also responsible for the direct supervision of the following staff functions:

Central Planning Staff

A. The Central Planning Staff is responsible for conducting research and studies into the plant, equipment and personnel needs of the Department with the following objectives: Design new systems and develop new procedures and methods; provide written instructions for systems, procedures and methods and maintain the Rules and Procedures Manual; and to review, analyze and improve existing systems, procedures and methods.

organizational structure

Management Services Staff

(1) The Management Services Staff is responsible for the administration of the following Departmental Programs:

EMPLOYEE SUGGESTION PROGRAM - The Management Services Staff evaluates all suggestions received and submits a feasibility report on each suggestion processed. If the suggestion is found feasible it is submitted to the Central Planning Staff for development and implementation. If found feasible, recognition is extended to the individual submitting the suggestion.

FORMS' CONTROL PROGRAM - The Management Services Staff exercises control of all Departmental Forms, publications and printed matter. They process any requests for new printed matter, revisions of existing printed matter and abolishment of outdated printed matter.

CARTOGRAPHY SERVICE PROGRAM - The Management Service Staff, designs and controls authorized Departmental charts, maps, diagrams and schedules.

ADMINISTRATIVE DIRECTIVES PROGRAM - The Management Service Staff maintains a record of all Special, Personnel and General Orders in addition to Memoranda issued by the Department. They are also responsible for the staff supervision of all such orders and memoranda. Prior to issuance, this

Staff will review all orders and memoranda to prevent duplication of effort or conflict with established rules, procedures or policies of the Commissioner.

INFORMATION EXCHANGE PROGRAM

The Management Services Staff coordinates all questionnaires directed to the Department and exercises staff supervision over all questionnaires developed within the Department.

Special Operations

B. The Special Operations is responsible for the safety and protection of visiting dignitaries and public officials. When not engaged in their primary function, they carry out special assignments directed by the Police Commissioner.

Headquarters Security

(1) The Headquarters Security Staff is responsible to insure the security and privacy of the Police Headquarters Building.

*SEE Addendum "

Deputy Police Commissioner

3.6 The Deputy Commissioner shall act for and assist the Commissioner as directed by him in such matters as, but not limited to; acts as liaison officer for the Police Commissioner in matters relating to the public; meets with individuals, groups, associations, organizations and commissions on behalf of the Police Commissioner; conducts disciplinary trials of members of the Department; coordinates the activities of the Department Attorney, if any.

Legal & Inspection Bureau

3.7 The Legal and Inspection Bureau conducts inspections and investigations as directed by the Police Commissioner. One member of this Bureau shall also be assigned as Safety Officer.

Organized Crime Control Bureau

3.8 The Organized Crime Control Bureau is responsible for special research, surveillance, and investigation of persons and units of persons who are known members of organized crime groups. The Bureau is a coordinate law enforcement body composed of the Criminal Intelligence Section, Special Investigation Section, Organized Crime Section and District Attorney Section and is responsible to the Deputy Police Commissioner.

Criminal Intelligence Section

3.9 Criminal Intelligence Section compiles data concerning history, activities, associates, movements, etc., of persons known or suspected to be connected with organized crime and who have criminal, business or social activities, in or affecting Suffolk County. They maintain the following files:

1. Criminal Intelligence File
2. Subversive File

The varied investigative activities of the section are coordinated through the Organized Crime Control Bureau.

Special Investigation Section

3.10 Special Investigation Section coordinates and conducts illegal vice, gambling and pornography investigations within Suffolk County. They maintain and operate the sound, recording and investigative devices of the Department. The varied investigative activities of this Section are coordinated through the Organized Crime Control Bureau.

Organized Crime Section

3.11 Organized Crime Section conducts surveillances, interviews and investigation of persons known to be

members of and/or confidants of organized crime groups. The varied investigative activities of this Section are coordinated through the Organized Crime Control Bureau.

District Attorney Section

3.12 The District Attorney Section performs such duties as may be assigned by the District Attorney. Coordinates the law enforcement efforts of the Police Department with that of the District Attorney's Office.

Title

4.0 DETECTIVE DIVISION

Chief of Detectives

4.1 The Chief of Detectives exercises line command over all personnel and operations of the Detective Division and staff responsibility over all detective matters within the Police Department. He keeps the Police Commissioner informed of all important matters, and of any action taken pertaining to the same.

General Service Bureau

4.2 The General Service Bureau performs routine basic investigation services within designated geographic areas.

North Zone Detective Section

4.3 The North Zone Detective Section includes that area in the 2nd, 4th, and 6th Precincts, including the Villages of Lloyd Harbor, Huntington Bay, Asharoken, Northport, Nissequogue, Head of the Harbor, Port Jefferson and Lake Grove. This area is subdivided into three units: Second Squad Unit includes that area in the 2nd Precinct, including the

Villages of Lloyd Harbor, Huntington Bay, Asharoken and Northport. Fourth Squad Unit includes that area in the 4th Precinct, including the Villages of Head of the Harbor, Nissequogue and Lake Grove. Sixth Squad Unit includes that area in the Sixth Precinct including the Village of Port Jefferson.

South Zone Detective Section

4.4 The South Zone Detective Section includes that area in the First, Third and Fifth Precincts, including the Village of Amityville and those portions of the Great South Bay and the Barrier Beach within the Police District. This area is subdivided into three units: First Squad Unit includes that area in the First Precinct, including the Village of Amityville and those portions of the Great South Bay and Barrier Beach within the Town of Babylon. Third Squad Unit includes that area in the Third Precinct, including those portions of the Great South Bay and Barrier Beach within the Town of Islip. Fifth Squad Unit includes that area in the Fifth Precinct, including those portions of the Great South Bay and Barrier Beach within the Town of Brookhaven.

East Zone Detective Section

4.5 The East Zone Detective Section includes that area in the Towns of Riverhead, Southold, Southampton, Easthampton and Shelter Island and consists of the Seventh Squad Unit.

Technical Service Bureau

4.6 The Technical Service Bureau coordinates the resources and personnel of the Main Office Adminis-

trative Section, Laboratory Section, Identification Section, Fugitive Section and District Attorney's Section. Assists the Chief of Detectives Office in the administration of the Detective Division. Assists the General Service Bureau and Special Crime Bureau in the investigation of crime and the detection and arrest of perpetrators.

Main Office Administrative Section

4.7 The Main Office Administrative Section maintains insofar as the business of the Detective Division is concerned, the coordination of police activities between Sections and Units of the Department and with other Police Departments and agencies. In addition this Section is responsible for the following functions:

A. Maintain supervision and control of all division records kept in Headquarters. Information contained in the files of the Detective Division are not released nor made available to other than members of the Police Department, except by permission of the Chief of Detectives. A receipt is obtained and a record kept, of any records physically released.

B. Maintain the following files:
Division Correspondence
Division Investigations
Modus Operandi (Sex Degenerate)
Field Interrogation Reports

C. Receive and record all subpoenas for members of the Detective Division, and forward subpoenas to the Command of the members concerned. Headquarters' records required for court presentation by such member in

answer to subpoena will be available in the Central Records Bureau.

D. Prepare a report by 0915 hours daily for the attention of the Chief of Detectives, of all matters referred to the General Service Bureau for investigation during the twenty-four hour period prior to 0800 hours of the same date, together with important developments of matters previously reported.

E. Supervise activities of civilian clerical employees assigned to the Main Office Administration Section.

Laboratory Section

4.8 The Laboratory Section maintains such equipment as is necessary in the application of scientific aid in the field of law enforcement and criminal investigation. It assists members of the Police Department in the scientific phases of crime investigation by conducting such tests, analyses, and comparisons of a scientific or technical nature as may be required. This Section also researches and develops new or improved techniques in the field of scientific crime investigation.

Identification Section

4.9 The Identification Section maintains and operates a police photographic laboratory.

Makes, processes and distributes such photographs, photostats, sketches and other pictorial reproductions as the operation of the Department may require.

Locates, preserves, and records, latent fingerprints at the scene of a crime and prepares such prints for introduction as evidence in criminal proceedings.

Supervises the taking, classification and control of fingerprints. Makes such searches and comparisons as are required.
Cooperates with the following authorities through the exchange of fingerprints and information as to criminal records; Federal Bureau of Investigation, New York State Identification and Intelligence System, and other interested agencies. All requests for copies of photographs, criminal records and fingerprint data from these and any other outside agencies are forwarded to this Section for processing.
This Section also prepares and certifies criminal records of persons arrested at the request of the Courts, District Attorney, Probation Department and other law enforcement agencies.
It also maintains the following files:
Fingerprint - Civil
Fingerprint - Criminal
Latent Fingerprints
Photographic Gallery

Fugitive Section

4.10 The Fugitive Section receives and records all warrants forwarded by Warrants Section for execution, executes same, and makes proper disposition of these arrested persons. Files, as detainers, warrants issued for persons already in custody. Makes necessary preparations in extradition and rendition cases and assists other authorities in the lawful apprehension and removal of persons wanted for crimes in other jurisdictions:

This Section maintains the following files:
Warrants (Felonies, Persons residing outside Suffolk, Persons wanted F.O.A.)

Special Crime Bureau

4.11 The Special Crime Bureau is responsible for coordinating the resources and personnel of the Narcotics Section, Homicide Section, and Crime Control Section to the successful completion of assigned criminal investigations that require special and prolonged investigations.
A. This Bureau is responsible for the immediate notification to the Chief of Detectives of occurrence of any of the following:
1. Murder, suspected murder, and non-negligent manslaughter.
2. Assault, where death is likely to result.
3. Robbery of unusual importance (banks, injury, etc.)
4. Major disasters.
5. Injury to a member of the Detective Division when serious.

Homicide Section

4.12 The Homicide Section assists the General Service Bureau in the investigation of deaths of human beings under circumstances requiring the attention of the Medical Examiner, as well as accidental or criminal acts, resulting in injuries to victims, which are likely to result in death. Maintains liaison with the Medical Examiner's Office.

Narcotics Section

4.13 The Narcotics Section investigates or assists the General Service Squads to investigate all narcotic

law violations. This Section maintains a liaison which exchanges information with federal, state, and all other involved agencies. Files and statistics of known illicit distributors, transporters, and known addicts are also maintained by this Section.

Crime Control Section

4.14 This Section is responsible to coordinate the resources and personnel of the Special Crime Units with the General Service Bureau on cases requiring the assistance of technical and complex investigations. They are available to respond to the immediate criminal investigative needs of the Special Crime Bureau and the General Service Bureau on assignment by the Chief of Detectives.

Robbery Unit

A. Robbery Unit investigates or assists the General Service Squad in the investigation of all major robberies occurring within Suffolk County and maintains such files as the Chief of Detectives deems necessary.

Auto Theft Unit

B. Auto Theft Unit assists the General Service Squads in the investigation of auto thefts, abandoned automobiles and lost or stolen registration plates. Cooperates with other agencies in the exchange of information concerning auto theft. Maintains the following files:

1. Auto Theft Data
2. Used Auto Parts Dealers
3. Known Auto Thieves

Arson Unit

C. Arson Unit assists the General Service Squads in the investigation of incendiary fires, fires

of undetermined origin, arson and false alarms of fires. Maintains files of known and suspected arsonists and pyromaniacs.

Lost Property Unit

D. Lost Property Unit maintains a reporting and checking system with pawn brokers, jewelers, old gold buyers and secondhand dealers concerning lost or stolen property. Checks all reports and bulletins which list lost, stolen, found and recovered property. Takes such further action as is necessary to locate and/or determine ownership of same. Forwards description of lost, stolen and found property to the following:

1. Nassau County Police Department
2. New York City Police Department
3. National Stolen Property File (FBI)
4. Other interested police agencies

Title

5.0 OPERATIONS DIVISION

Chief of Operations

5.1 The Chief of Operations exercises command over all personnel and activities of the Operations Division. He keeps the Police Commissioner informed of all important matters, and of any action taken pertaining to same.

T & M Bureau

5.2 The Transportation & Maintenance Bureau consists of the following Sections:

Vehicle Maintenance Section

A. The Vehicle Maintenance Section is responsible for the proper and efficient accounting for, maintenance of, and repair and disposition of all Department vehicles, as well as maintaining the necessary records

thereof. Maintains the Police Garage at Hauppauge and Westhampton for the purpose of making major repairs to Department vehicles. Through the Department of Purchase, County of Suffolk, New York, designates private service stations which will accomplish general repairs, lubrication, and maintain an adequate stock of supplies, materials and accessories necessary for the proper maintenance of motor equipment, which will be furnished by the Police Garage. Maintains Mobile Repair Units which perform on-the-street services, such as minor repairs, tuneups, and replacement of small parts and accessories, inspections of vehicles, winter and summer conditioning of vehicles. Maintains Department towtrucks for use in removing disabled police vehicles or other vehicles as authorized by the Chief of Operations. Maintains staff supervision of the repair and maintenance of Department aircraft. Assigns an identifying ''Fleet Number'' for each Department vehicle, which is used to identify the vehicle for servicing, repairing and gassing. Through the Department of Purchase, County of Suffolk, New York, designates locations as ''Gasoline, Oil and Anti-Freeze Dispensing Stations.''

Building Maintenance Section

B. The Building Maintenance Section is responsible for the proper and efficient maintenance and repair of all buildings and properties owned or leased by the District and maintaining the necessary records thereof. Maintains a Central Maintenance

Shop at Hauppauge for the purpose of making and repairing Police District building items and storage of supplies and materials used by building custodial workers.

Property Bureau

5.3 The Property Bureau supervises and is responsible for the operations of the Recovered Property Section and the Impound Section.

Recovered Property Section

A. The Recovered Property Section is the custodian of, and accountable for, all recovered property coming into the possession of a member of the Department, including, but not limited to, property; taken from a prisoner - stolen-embezzeled-alleged to or believed to have been feloniously obtained - acquired as evidence-lost-abandoned-left by deceased person - taken from persons believed to be insane, intoxicated, or otherwise incapable of taking care of themselves - coming into the custody of a court and by court order given into the custody of the Department. The Recovered Property Section acquires, safekeeps and disposes of all property in accordance witb the General Municipal Law, Personal Property Law, Vehicle & Traffic Law, Decedent Estate Law and the Abandoned Property Law of the State of New York.

Impound Section

B. The Impound Section is accountable for all property seized and held by the Police Department.

Supply & Procurement Bureau

5.4 The Supply & Procurement Bureau is responsible for the procurement of all equipment, supplies and materials, and all other sundry items

necessary for the operation of the Department through the Department of Purchase, County of Suffolk, New York. Maintains an inventory of all Department property and keeps the necessary records thereof.

Quartermaster Section

A. The Quartermaster Sections duties include the receipt, storage and distribution of all uniform wearing apparel and accessories.

Printing Section

B. The Printing Section will provide for the printing needs of the Department.

Armorers Section

C. The Armorer Section will repair, assemble and test firearms issued to the members of the Force: to test firearms and ammunition as directed; to provide ammunition and firearms as directed.

Pistol License Bureau

5.5 The Pistol License Bureau is responsible for the licensing and investigation of pistol permit applicants, pistol manufacturers, pistol dealers and gunsmiths.

Communications Bureau

5.6 Communications Bureau consists of two sections:

Technical Service Section

A. The Technical Service Section maintains telephone, teletypewriter, radio, call boxes, public address systems and other related communications equipment; keeps necessary communications records, maps, diagrams and plans for the communications needs of the Department and further development and improvement thereof.

Complaint Dispatching Section

B. The Complaint Dispatching Section receives and records all reports required to be entered at the Central Complaint Desk.

Aviation Bureau

5.7 The Aviation Bureau consists of the following Sections:

Aircraft Maintenance Section

A. The Aircraft Maintenance Section is responsible for the proper and efficient accounting for, maintenance of, and repair of all Department aircraft, as well as maintaining the necessary records thereof.

Aviation Flight Section

B. The Aviation Flight Section is charged with the enforcement of all laws and ordinances. Pilots assigned to the Aviation Section are responsible for the proper inspection and servicing of Department aircraft and perform such other duties as are necessary.

1. Pilots detailed to flight duty are in charge of and responsible for the proper conduct of each flight as well as for the safe handling and care of the Department aircraft to which assigned.

2. Pilots perform duties in accordance with the authorized duty chart provided for.

3. The Communications Bureau Duty Officer is authorized to assign any Flight Mission to render assistance in any emergency or disaster.

4. The aircraft pilot is the sole judge as to whether or not any unsafe condition cancels a flight and his decision cannot be countermanded by any officer regardless of rank.

Title

6.0 PERSONNEL DIVISION

Chief of Personnel

6.1 The Chief of Personnel exercises command over all personnel and activities of the Personnel Division.

He keeps the Police Commissioner informed of all important matters and of any action taken pertaining to same.

Personnel Bureau

6.2 The Personnel Bureau is responsible for the processing of Police and Civilian Candidates for employment.

Personnel Records Section

A. The Personnel Records Section processes the appointments of police candidates, leaves of absence, retirements, resignations and other terminations in accordance with law. Maintains the disciplinary record of all members of the Department. Completes the personal history and personnel forms of all members of the Department. Inspects documentary papers relating to birth, military record, marital status and education of all members of the Department.

Payroll Section

B. The Payroll Section is responsible for auditing and maintaining payrolls for all members of the Force, civilians, crossing guards and matrons.

Investigation Section

C. The Investigation Section conducts investigations into the background of all police and civilian candidates for appointment to the Police Department, County of Suffolk, N.Y. This unit performs other duties as prescribed by the Chief of Personnel.

Medical Section

D. The Medical Section - Medical Doctors assigned to the Medical Section are referred to as Police Surgeons, and render general medical

services to all members of the Force, and conduct medical examinations, and perform other duties as directed by competent authority. A Chief Surgeon may be designated from among the Police Surgeons, and is responsible to the Police Commissioner for the duties performed by each Surgeon and for reports and prescribed forms being properly filled out and forwarded.

Chaplains Section

E. The Chaplains Section - The Police Commissioner may designate Chaplains, one of whom may be designated Chief of Chaplains. A Chaplain has the assimilated rank of Inspector. He is authorized to visit precincts and department offices and to converse with any member of the Department. He visits the sick, injured and dying, and ministers to the spiritual welfare of the members of the Department. He is attired in the prescribed uniform, or in the clerical garb of the church to which he belongs, and wears the insignia of his office when appearing in official capacity upon any public occasion. He performs such other duties as may be assigned by the Police Commissioner.

Police Academy Bureau

6.3 The Police Academy Bureau conducts the instruction and training of all members of the department and maintains the following sections:

Recruit Section

A. Recruit Section - responsible for the training of police recruits as mandated under the Municipal Police Training Act of the State of New York.

organizational structure

In-Service Section

B. In-Service Section - responsible for the retraining of police officers and maintaining a supervisory school.

Firearms Section

C. Firearms Section - responsible for the annual firearms qualification of all MEMBERS OF THE DEPARTMENT.

Audio-Visual Section

D. Audio Visual Section is responsible for the development of Audio-Visual Training films pertinent to local and state laws and Departmental procedures.

Finance Bureau

6.4 The Finance Bureau handles and safekeeps all cash and accounts of the Department and assists in the preparation of the annual budgets of the Department.

Audits Section

A. Controls and records disbursements from the annual budgetary appropriations. Records disbursements of the Petty Cash Fund. Maintains the accounting records of all Department property. Prepares all accounting systems, which may be required by the New York State Department of Audit and Control or the Suffolk County Department of Audit and Control, such as, but not limited to: The revenue obtained from the issuance of Department reports to authorized persons.

6.5 The Central Records Bureau maintains the centralized filing systems of the department. In addition to maintaining a data processing unit, this bureau operates a Department Courier System designed to pick up, deliver and process U.S. Mail, material and Internal Correspondence.

organizational structure

Records Section

A. The Records Section performs follow-up examinations of every report received by them providing supervisory records control and adherence to Department policies and procedures. This section also maintains an accounting system relative to the receipt of photocopy and subpoena duces tecum fees.

Reports Section

B. The Reports Section collects, prepares and distributes monthly, annual and special statistical reports as required concerning personnel, budgetary accounting, and the location and frequency distribution of incidents and services reported and investigated by the department.

Warrants Sections

C. The Warrants Section maintains a record and control of all warrants issued to the department and distributes same to the proper commands for execution.

Revocations Section

D. The Revocations Section maintains liaison between the Department and the New York State Motor Vehicle Department relative to the recording and processing of revocation and suspension of drivers licenses and registrations.

Civil Defense Bureau

6.6 The Civil Defense Bureau acts as liaison between the Department and the Department of Civil Defense; it keeps the Department advised on all procedures, policies and training programs adopted by Federal, State and County Offices of Civil Defense. It also maintains a program of training volunteer auxiliary policemen to provide a maximum degree of protection in case of a disaster or national emergency.

organizational structure

Community Service Bureau

6.7 The functions of the Community Service Bureau are the administration and coordination of those activities involving increasing relationships between the Police Department, youth and the community at large. This Bureau will assist all Commands in establishing and maintaining the best rapport possible in matters relating to the public.

Youth Section

6.8 The Youth Section performs all required police services concerning persons under the age of sixteen (16) years, and maintains liaison with the Family Court and the Probation Department. Maintains files of juvenile offenders and youth gangs. Conducts follow-up investigations concerning missing persons under the age of eighteen (18) years.

Community Relations Section

6.9 The function of the Community Relations Section is to assist all Commands in insuring the best possible police-community relationships. It is responsible for observing and detecting any indications of either social unrest or riot potentials.

Speakers Section

6.10 The function of the Speakers Section will be to organize and coordinate all public lectures and appearances by members who act as representatives of this Department. Their responsibilities will include but are not limited to, schools (elementary and secondary), civic and fraternal organizations, community organizations, etc.

organizational structure

Police Athletic League Section

6.11 The function of the Police Athletic League Section is to coordinate and supervise the activities of the Suffolk County Police Athletic League, Inc.
A. It will be the responsibility of this Section to promote the principles of good sportsmanship and citizenship by encouraging participation in various sport programs, handicrafts and outdoor activities.

Title

7.0 PATROL DIVISION

Chief of District

7.1 The Chief of District is the Commanding Officer of the Patrol Division in the Suffolk County Police District. He keeps the Police Commissioner informed of all important matters, and of any action taken pertaining to the same. His office acts as liaison between this Department and the Board of Elections during all special and general elections. He assigns a security officer at Departmental trials.

Highway Patrol Bureau

7.2 The Highway Patrol Bureau consists of the following sections:

Engineering Section

A. The Engineering Section maintains statistics of all information pertaining to the orderly flow of traffic and cultures of accident scenes and high incident areas: conducts surveys for all traffic controls requested by municipal agencies.

Enforcement Section

B. The Enforcement Section is charged with the promotion of highway safety, the selective enforcement of vehicle and traffic laws by

motorcycle and radar use.

C. This Section also maintains technicians for breath test in D.W.I. arrests in addition to being charged with patrol of the Long Island Expressway.

Emergency Service Section

D. The duties of this Section include the handling, dismantling and disposing of bombs, explosives, suspicious packages, military ordinances and infernal machines. Develops evidence found at the scene of a crime in which an explosive substance was involved in order to determine the type of bomb and explosive ingredient used. This Section will also perform other duties as assigned by the Commanding Officer of Highway Patrol Bureau.

Marine Patrol Bureau

7.3 The Marine Patrol Bureau is charged with the operation of boats on the navigable waters under the jurisdiction of the Police District, and is further charged with the protection of persons and property on and adjacent to said waterways including islands therein, and the enforcement of all laws, regulations and ordinances.

Barrier Beach Section

A. The Barrier Beach Section renders service to the area of land that lies on the southern boundary of the Police District and is known as Fire Island, or the Barrier Beach. This island is approximately thirty-two miles long and varies one-half to one mile in width. Within this area there are several subdivisions that will not be patrolled by the Barrier Beach Section. These being the Robert Moses State Park, U.S. Coast Guard Installation, Incorporated Village of Ocean Beach, National Park Service areas, and the Suffolk County Park at Smith Point. Areas that will be patrolled include political subdivisions of both Islip and Brookhaven Townships.

Special Patrol Bureau

7.4 The Special Patrol Bureau consists of the following sections: Canine Section, Aviation Section and Courts Section.

Canine Section

A. The Canine Section consists of assigned members of the Force and specially trained dogs whose functions are:

Protection of life and property, prevention of crime, detect and arrest criminals, locate missing or wanted persons, control, care and the responsibility of their animals.

1. Each dog of the Canine Section is under the control of an assigned handler for care and responsibility both on and off duty.
2. Dogs when not on assignment are housed at the home of the assigned handler.
3. Handlers are responsible for the physical well being and humane treatment of the animals.
4. Handlers exercise utmost caution to ensure the safety of persons coming in contact with his dog. Vehicles assigned to handlers remain in their custody both on and off duty and prescribed Department maintenance procedures are observed.

Courts Section

B. The Courts Section acts as a liaison between the courts and the Police Department, providing the

scheduling of police officers for court appearance.

Truck Scales Section

C. The Truck Scales Section is responsible for the enforcement of all laws, in addition to those pertaining to commercial traffic, particularly the Vehicle and Traffic Law concerning overload violations.

Precinct Patrol Bureau

7.5 The Precinct Patrol Bureau consists of a number of precincts in the Police District, as deemed necessary, each of which is geographically defined and manned by personnel of the uniformed Force. It is the responsibility of the personnel to execute the Police mission within its given area.

1st Pct.

A. The First Precinct renders service to the political subdivisions of the Town of Babylon including the Incorporated Villages of Lindenhurst and Babylon.

2nd Pct.

B. The Second Precinct renders service to the political subdivisions of the Town of Huntington.

3rd Pct.

C. The Third Precinct renders service to the political subdivisions of the Town of Islip including the Incorporated Village of Brightwaters.

4th Pct.

D. The Fourth Precinct renders service to the political subdivisions of the Town of Smithtown and the Incorporated Villages of tne Branch and Lake Grove. Included in this Precinct area are certain border areas of the Towns of Huntington, Islip and Brookhaven.

5th Pct.

E. The Fifth Precinct renders service to the political subdivisions of

the Town of Brookhaven (south) and the Incorporated Villages of Patchogue and Bellport.

6th Pct.

F. The Sixth Precinct renders service to the political subdivisions of the Town of Brookhaven (north) and the Incorporated Villages of Old Field, Poquott, Belle Terre, Shoreham and Port Jefferson.

general regulations

Title

1.0 DUTIES & RESPONSIBILITIES

Police Mission

1.1 It is the duty of the Police Department, County of Suffolk to preserve the public peace, prevent crime, detect and arrest offenders, protect the rights of persons and property and enforce all laws and ordinances applicable to the county. The members of the Force are responsible for this police mission and constantly direct their best efforts toward the intelligent and efficient accomplishment of that end wherein the Police Department, County of Suffolk has jurisdiction.

Capacity For Duty

1.2 A member of the Force is to be fit for, and subject to, full duty at all times except when authorized to be absent or relieved of duty. Permanent physical or mental incapacity to perform police duties can be cause for dismissal from the Police Department, if such incapacitated member refuses or delays in voluntarily terminating his service.

Availability For Duty

1.3 A member of the Force leaves the telephone number of his residence or the telephone number of the location where he can be contacted with his commanding officer.

Respect

1.4 Members of the Force are respectful in their contact with superior officers and all other persons, within and without the Police Department and give their rank, name, shield number and command to any person who requests same.

general regulations

Decorum

1.5 Members of the Force directed to report to the office of any officer of this Department above rank of Lieutenant, or at the Department trial room, or to any Court or hearing within the County of Suffolk, New York, in regard to any departmental matter, does so in uniform, excepting members permitted to wear civilian clothing or as otherwise directed.

Confidential Dept. Business

1.6 A member of the Department treats as confidential the official business of the Police Department. He does not talk for publication, nor be interviewed, nor make public speeches, nor imparts information relating to the official business of the Department to anyone except:

Exceptions

A. Under due process of law
B. As directed by, or with the permission of, the Police Commissioner
C. As directed by the Rules and Procedures
D. As directed by Departmental Orders

Gratuities - Receipt of

1.7 Members of the Department do not ask for, receive, consent or agree to receive any emolument, gratuity or reward, or any promise of same, or any personal advantage; nor do they solicit, contribute, cause to be solicited, contributed or paid, directly or indirectly, any money or valuable offering; selling or giving of any tickets, objects or promises, by any group, or individual member of this Department is prohibited, except if authorized by the Police Commissioner. This does not apply

to membership dues or assessments, paid to authorized department organizations or for other authorized purposes.

Personal Recommendation

1.8 A member of the Department does not recommend or suggest to anyone the employment or name of any person, firm, partnership, company or corporation, or their representatives as attorney, counsel, bondsman, undertaker or funeral director, garage, service station or towing service; nor does any member inform any of the foregoing directly or indirectly of any details respecting any case or individual that are police matters, except that nothing herein contained is construed as restricting the rights of members of the Department in connection with the administration of their private affairs, or in prohibiting authorized official notifications in aided cases.

Payment Consent & Advise

1.9 A member of the Department does not consent to the payment by any person of money or any other valuable things to a pawnbroker, or to any other person, in order to regain possession of property stolen, nor does he advise such payment except by permission of his Commanding Officer.

Testimonial Dinners

1.10 A member of the Department is not given official sanction to accept testimonial dinners proposed to be tendered them for any purpose by any civic or other organization, body or individual, except by permission of the Police Commissioner.

Personal Advertisement

1.11 A member of the Department does not authorize the use of a photograph of himself in connection with any testimonial or advertisement of any commodity or commercial enterprise; nor does he, in his official capacity, endorse or subscribe any testimonial or advertisement; nor is he to authorize any mention to be made of his official title, rank or membership in the Police Department in connection with such testimonial or advertisement.

Services of Entertainers Etc.

1.12 A member of the Department neither employs, engages, solicits nor obtains nor causes to be employed, engaged, solicited, nor obtained, whether directly or indirectly, either with or without compensation, the services of any artist, entertainer or performer in connection with any dinner entertainment, or other function sponsored by the individual member of the Department, or organization, or group composed of or including members of the Department, without written permission of the Police Commissioner. Nothing herein is construed as restricting the rights of members of the Department in the regulation of their personal affairs, which are strictly private in nature.

Co-signing Prohibited

1.13 A member of the Department does not sign any note or other instrument as co-maker, guarantor, or endorser, for any money borrowed by any other member of the Department.

general regulations

Issuing Cards Shields, etc. 1.14 A member of the Force, individually, or representing a police organization, is prohibited from issuing to any person any card, shield, button or other device, without permission of the Police Commissioner.

Payment of Debts. 1.15 A member of the Department promptly pays just debts, and does not incur liabilities which he is unable or unwilling to discharge.

Interfer. with Citizens 1.16 A member of the Department does not unjustifiably interfere with, nor attempts to influence, the lawful business of any person.

Personal Business Cards 1.17 A member of the Department is forbidden to have, or to use, personal business cards of any description which would show his association with this Department.

Interview with Police Comm. 1.18 A member of the Department applies for an interview with the Police Commissioner through official channels in writing unless extenuating personal circumstances or the good of the department warrants direct contact with the Police Commissioner for permission.

Transfer of Information 1.19 Members of the Department, regardless of assignment or duty, cooperate with each other. When a member of the Department obtains information which may be of value to a unit other than his own, he reports the facts to his Commanding Officer, who transmits the information to the Command affected.

general regulations

Release of Confidential Information 1.20 An employee of the State of New York or the County of Suffolk Civil Service Commission, upon being properly identified, may be furnished with such information which, in the opinion of a superior officer, may be necessary to aid those Commissions. Information concerning applicants for positions in the Federal Service may be given to properly identified representatives of the United States Government.

Marching 1.21 A member of the Force in charge of other members, forms and marches in the manner prescribed in the United States Infantry Drill Regulations.

Title 2.0 EMPLOYMENT REGULATIONS

Outside Employment Authorization 2.1 A member of the Force devotes his entire time and attention to the service of the Police Department and does not engage in any other business or employment without the written permission of the Police Commissioner.

Outside Employment Reporting 2.2 When such permission is granted, it must be renewed annually. When such business or employment for which permission has been granted is terminated, the member must report this termination, in writing, to the Police Commissioner.

Employment while suspended 2.3 A member of the Force, when suspended from duty without pay, may engage in another lawful business or employment during the period of sus-

pension. He must keep accurate record of the amount of compensation which he may have earned in any other lawful business or employment and any unemployment insurance benefits he may have received during such suspension period.

Organization Membership

2.4 A member of the Force is prohibited from affiliating with any organization or body, the constitution or regulations of which would in any way exact prior consideration and prevent him from performing police duty nor can he join in any Federal or State military organization without the written permission of the Police Commissioner.

Political Affiliation

2.5 The right of every member of the Force to entertain political or partisan opinion and to express the same freely when such expression does not concern the immediate discharge of his official duties, and also the right of the elective franchise is deemed sacred and inviolate, but no member of the Force is permitted to be a delegate or representative to, or take active part in any movement for the nomination or election of candidates for political office. Upon the days of election for public offices, held under the laws of the State, he, whether specially assigned to attend the polls or otherwise, does all in his power to preserve the peace, protect the integrity of the ballot box, enforce the rights of lawful voters, and prevent illegal and fraudulent voting.

POLICE DEPARTMENT, COUN OF SUFFOLK, N.Y.
PDCS-2008

ORDER NUMBER 74 - 15

"Y" Aug., 1974 | "Police Commissioner

DISTRIBUTION: ☐ ☐ ☐ ☒

Effective immediately Chapter Two of the Rules and Procedures is amended as follows:

N.Y.S. Drivers License

2/1.22 A member of the Department will maintain a validated N.Y.S. Drivers License. Any member not possessing such a license, for any reason, will notify his Commanding Officer immediately in writing.

Election Law

A. Section 426 as set forth in Election Law, relative to police and political activities, governs the personnel of the Force. This Section of law reads as follows: ''S 426 Misdemeanors concerning police commissioners or officers or members of any police force. Any person who, being a police commissioner or an officer or member of any police force in this State:

Laws

1. Uses or threatens or attempts to use his official power or authority in any manner, directly or indirectly, in aid of or against any political party, organization, association or society, or to control, affect, influence, reward or punish, the political adherence, affiliation, action, expression or opinion of any citizen; or,

Laws

2. Appoints, promotes, transfers, retires or punishes an officer or member of a police force or asks or aids in the promotion, transfer, retirement or punishment of an officer or member of a police force, because of the party adherence or affiliation of such officer or member, or for or on the request, direct or indirect, of any political party, organization association or society, or of any officer, member of committee or representative official or otherwise of any political party, organization, association or society; or,

Laws

3. Contributes any money, directly or indirectly, to, or solicits, collects or received any money for, any political fund, or joins or becomes a member of any political club, association, society or committee, is guilty of a misdemeanor.''

Civil Service Grievance

2.6 A member of the Force is not deprived of the right of appeal to the Legislature or to any public official, board, commission or other public body, for the redress of grievances on account of employment in the Civil Service of the County of Suffolk. A member of the Force before availing himself of this privilege, first submits to the Police Commissioner, in writing, a copy of the papers containing the subject matter of such appeal.

Legal Action Institution of

2.7 A member of the Force is not deprived of the right to institute legal action against a third party. Whenever such action would involve this Department, in any manner, said member is to advise the Police Commissioner, in writing, prior to the commencement of such action.

Social Status Change

2.8 A member of the Department resides within the limits of Suffolk County, New York, except as prescribed by law. He notifies the Personnel Records Section immediately whenever there is any change in his marital status, telephone number, residence and/or dependants.

Employee Withholding Certificate

2.9 When a payroll change is to be made regarding Federal and State withholding taxes a Federal Employees Withholding Certificate is forwarded to the Personnel Bureau, Payroll Section.

general regulations

Personal Property Law

2.10 A member of the Force is not considered as a ''Finder'' as outlined under the provisions of the Personal Property Law, Article 7B., of the State of New York. Property of any type coming into a member's possession while in the performance of a police duty is processed in accordance with the Rules and Procedures and special procedures as outlined by the Property Clerk, Police Department, County of Suffolk, by that member.

Jury Duty

2.11 A member of the Department who receives a notice to appear for examination as to his qualifications as a juror, promptly forwards such notice to the Personnel Records Section who returns the notice by mail with an attached letter certifying that the person named in the notice is a member of the Police Department.

Retirement Notification

2.12 Members of the Force must notify the Police Commissioner in writing prior to the time such members file for any type of retirement with the New York State Employees' Retirement System.

Liability Against County

2.13 A member of the Department does not incur any unauthorized liability, chargeable against the county.

Liability Admission of

2.14 A member of the Department does not admit any liability of the Police Department, County of Suffolk, New York, or any other governmental jurisdiction, nor does he make any

general regulations

recommendations as to the collection of claims, except as specifically provided herein. This applies, but is not limited to, formal, informal, oral or written admissions. The term admissions includes, but is not limited to, direct statements affixing responsibility or any statement, in any form which could be used in any legal proceedings against the Department or any other governmental jurisdiction.

Legal Actions to County Attorney

2.15 A member of the Department who becomes involved in an injury or damage case in any manner, upon request, advises the person involved to write a letter or go in person to the Office of the County Attorney, Suffolk County, New York, setting forth his claim.

Grooming Standards

2.16 Members of the Force will be neat and clean at all times while on duty. Male personnel will comply with the following grooming standards unless excluded by the Police Commissioner due to special assignments:

Hair

A. Hair will be neat, clean, trimmed, and present a groomed appearance. Hair will not touch the ears or the collar except the closely cut hair on the back of the neck. Hair in front will be groomed so that it does not fall below the band of properly worn headgear. In no case will the bulk or length of the hair interfere with the proper wear of any authorized headgear.

Sideburns

B. If a member chooses to wear sideburns, they will be neatly

trimmed and tapered. Sideburns will not extend below the lowest part of the exterior ear opening, will be of even width (not flared), and will end with a clean-shaven horizontal line.

Mustaches C. A short and neatly trimmed mustache may be worn, but will not extend over the top of the upper lip or beyond the corners of the mouth.

Beards D. The face will be clean-shaven other than the wear of the acceptable mustache or sideburns. Beards and goatees are prohibited, except where a Police Surgeon grants a waiver for the wearing of a beard for medical reasons with the approval of the Police Commissioner. When a Surgeon prescribes that a member not shave, the beard will be kept trimmed symmetrically and all beard hairs will be kept trimmed so that they do not protrude more than one-half inch from the skin surface of the face.

Wigs E. Wigs or hair pieces will not be worn while on duty in uniform except for cosmetic reasons to cover natural baldness or physical disfiguration. If under these conditions, a wig or hair piece is worn, it will conform to department standards.

Title **3.0 RANK, TOURS, AND ASSIGNMENTS**

Order of Rank 3.1 The order of rank in the Force is as follows:

A. Chief of Detectives
B. Chief of District

C. Chief of Personnel
D. Chief of Operations
E. Deputy Chief of Detectives
F. Deputy Chief of District
G. Deputy Chief of Personnel
H. Deputy Chief of Operations
I. Deputy Chief Inspector
J. Inspector
K. Deputy Inspector
L. Captain

L. Lieutenant
M. Sergeant
N. Patrolman
O. Policewoman

Seniority 3.2 Seniority in the Force is determined:
First - by rank
Second - by continuous service in rank
Third - by date of appointment to previous rank or ranks
Fourth - by date of appointment to Department
Fifth - by date of birth.

Delegation of Authority 3.3 Orders of the members of the Force assigned to the Office of the Police Commissioner, Office of the Chief of Detectives, Office of the Chief of Operations, Office of the Chief of Personnel, or Office of the Chief of District, when so directed, are deemed to be the orders of such members' superior and are promptly obeyed as such.

Orders of Superiors 3.4 Members of the Force promptly obey all lawful orders, instructions directions and requests of superior officers.

general regulations

POLICE DEPARTMENT, COUN. OF SUFFOLK, N.Y.
PDCS-2008

ORDER NUMBER 73 - 5

26 June, 1973 | Police Commissioner

DISTRIBUTION:

Chapter 66 of the Laws of 1973 has amended the Civil Service Law by eliminating the distinction between Police Patrolman and Policewoman. The position classification shall be known as Police Officer.

Therefore, effective immediately, all references to former classifications of Police Patrolman and Policewoman are deleted from the Rules and Procedures and all other Departmental forms and publications. In their place the position classification of Police Officer will be used.

By necessity, these changes will be accomplished on a phase out basis on all printed material.

general regulations

Chaplains

3.5 Chaplains of the Department who have the simulated rank of Inspector, or Chaplains of the authorized departmental organizations, are treated with the courtesy and respect of their rank. Chaplains are authorized to visit departmental buildings, and to converse with any member of the Department. They visit the sick, injured or dying, and minister to the spiritual welfare of the members of the Department.

Assignment by Police Commissioner

3.6 A member of the Force or Department is detailed or assigned as directed by the Police Commissioner.

Transfer - Application For

3.7 A member of the Force makes application for a desired change of detail or assignment to the Police Commissioner through official channels, typewritten on official designated forms. The member does not permit anyone else to do so, for, or in his behalf.

Tours of Duty

3.8 A member of the Force performs the tours of duty prescribed by the Police Commissioner, and as indicated by the Duty Charts. All members of the Force report for duty in accordance with Duty Charts, or as otherwise directed.

Meal Period

3.9 A member of the Force is excused for a thirty (30) minute meal period during each tour of duty.

general regulations

Title	4.0 DEPARTMENT COMMUNICATIONS SYSTEM
Answering Procedure	4.1 Members of the Force, when called to any departmental communication system except radio, promptly respond by giving the command to which attached, rank and surname. The member calling promptly identifies himself in the same manner.
Communication Bureau Answering Procedure	4.2 Members of the Communications Bureau when answering telephone complaints from the public promptly respond by giving their rank and shield number only.
Use of Communication System	4.3 So far as possible, departmental business is transacted by means of the departmental communications systems, or as otherwise directed.
Teletype Authority For	4.4 Teletype authorization will only be accepted from a member of the Detective Division or any member of the Police Department holding the rank of Sergeant or above unless otherwise directed by the Police Commissioner.
Canceling	A. The teletype message or other alarm is canceled only by the authority of the originating member or his command.
Notifications	B. Said member and/or command is then responsible to promptly notify the Communications Bureau to cancel the teletype message or other alarm.
Supplementary Report	C. Said member and/or command is then responsible to promptly notify the command responsible for the case investigation by phone and forward a Supplementary Report copy as required.

general regulations

Title	5.0 MISCELLANEOUS REGULATIONS
Smoking in Uniform	5.1 A member of the Force does not smoke in public while in uniform, unless he is in a department vehicle, or in a restaurant during meal period, or in offices and rooms of a Police Building which are not normally open to the public. Smoking may also be permitted at such times as authorized by a superior officer. All such smoking shall be done in a discreet manner.
Intoxicants Consumption Of	5.2 A member of the Department does not indulge in intoxicants while in uniform. A member not required to wear a uniform and a uniformed member while out of uniform does not indulge in intoxicants to an extent unfitting him for duty.
Intoxicants Possession Of	5.3 A member of the Department does not bring, or permit to be brought, any intoxicant into a departmental building, booth, vehicle, aircraft or boat, except in the performance of police duty, or when required for prompt administration under the personal direction of a physician.
Intoxicants in Premises With	5.4 A member of the Force does not enter while in uniform, any premises which are used for the manufacture, storage, shipping or sale of intoxicants, except in the performance of a police duty or for the purpose of eating a meal in a duly licensed hotel or restaurant.

general regulations

Games of Chance on Duty

5.5 A member of the Department does not indulge in games of cards or chance while on duty.

Association with Criminals

5.6 No member of the Force is to associate or fraternize with persons known to have been convicted of any misdemeanor or felony under the laws of this state or any similar conviction under the laws of any other state or under the Federal Law. A conviction under this rule shall not mean a conviction for any offense under the Vehicle and Traffic Law or a violation of an ordinance of a political subdivision of this state.

Bombs Handling Of

5.7 A member of the Force does not handle, dismantle or dispose of any bomb, explosive or suspicious package liable to contain any bomb or explosive unless he is an assigned member of Arson Bomb unit or under their immediate supervision and direction.

Rules & Procedures Familiarization with

5.8 A member of the Department is to study these Rules and Procedures, as well as other manuals that apply to his assignments, and thoroughly familiarize himself with the applicable provisions.

A. He is held responsible for maintaining these Rules and Procedures, as well as other manuals that apply, by keeping them up to date with such amendments that may be provided from time to time and in the prescribed manner.

general regulations

Rules & Procedures Enforcement

5.9 Division commanders, commanding officers and supervising officers are responsible for the enforcement of these Rules and Procedures and all authorized orders. They are also responsible for the critical supervision of their subordinates and their strict compliance to these Rules and Procedures and all authorized orders.

Title

6.0 LEAVING POLICE JURISDICTION —SEE ATTACHED—

Permission to leave County

6.1 A member of the Department does not leave the County on police business except by the authority of his superior officer or while engaged in close pursuit.

Notification-leaving County

6.2 A member of the Department who leaves the County in a department vehicle must notify the Communications Bureau as to rank, name, shield number, command, destination and vehicle identification number. Such notification is also made upon the members return.

Leaving County in Uniform

6.3 A member of the Force while on duty, does not leave the County in uniform in any event, except in close pursuit, extreme police emergency, or as otherwise directed by a superior officer.

Title

7.0 DEPARTMENT FINANCIAL OBLIGATIONS

Expense Vouchers

7.1 Expenses involved in traveling on official business are itemized on

claim vouchers provided by the Finance Bureau.

Petty Cash

7.2 Authorized purchases under $10.00 are paid from a Petty Cash Fund.

Purchase Authorization

7.3 All other purchases must first be authorized by the Supply and Procurement Bureau.

Receipt for Tolls

7.4 Any member, while traveling on official county business, who pays an individual toll of $1.00 or more, must obtain a receipt for this toll and attach it to his expense voucher in order to be reimbursed.

Application of Attendance

7.5 A member of the Department completes and submits an Application of Attendance at Conference form, (obtainable from the Finance Bureau), to the Police Commissioner three weeks prior to the start of the conference. This also applies to conventions and schools. The leave of absence form is not required in these instances.

Gas Credit Card

7.6 A member purchasing gasoline on a credit card must submit the paper copy he receives to the Finance Bureau, via courier, on a daily basis. Purchasing gasoline for any department vehicle by means of a credit card within Suffolk County is prohibited except:

Regulations

A. If on an emergency call, search, etc., and the vehicle or vehicles involved have insufficient fuel to respond to a department's gasoline dispensing station, the operator is

permitted to make a one-dollar purchase which will give him sufficient gasoline to travel to said dispensing station.

B. All scooter units continue to get gas at authorized stations. Any emergency gasing which exceeds the one-dollar specified must be explained by the operator on internal corresponderce submitted to the commanding officer, Transportation and Maintenance Bureau through channels with endorsement by the operator's commanding officer.

Vehicles assigned to leave Suffolk County must be completely fueled prior to departure. Normal travel to Nassau County or New York City should not require fueling outside Suffolk County unless assignment requires extensive travel in that area.

Telephone Credit Card Section

7.7 Telephone credit cards are issued to specific personnel within the department to be used in the performance of police business only. A member of the department transferred to a command authorized to use telephone credit cards will be issued a card upon written request of his Commanding Officer to the Commanding Officer of the Communications Bureau. Any member of the department holding a police telephone credit card is responsible for its proper use. The credit card is to be used for police business only and then only when the use of the departments' telephone facilities is unfeasible. A member of the department holding a police telephone credit card who is transferred to a

command not authorized to use telephone credit cards will turn his credit card into the Commanding Officer of the Communications Bureau immediately upon his effective transfer date. A member of the department holding a telephone credit card who loses possession of said card either through loss or theft will notify the Commanding Officer of the Communications Bureau immediately, indicating the circumstances surrounding its loss/theft. Indiscriminate use of the telephone credit card by any member of the department will subject the holder to investigation and said abuses will have to be explained in detail. All members of the department are to be guided by chapter 2/2.13 in the use of the telephone credit card.

Travel Arrangements

7.8 Arrangements for reservations, tickets for air or rail travel and for advance reservations of rental cars, are authorized only as follows: Personnel of the Detective Division makes such arrangements through the Main Office Administrative Section Lieutenant, who is responsible for proper notification to the Finance Bureau. All other department personnel make such arrangements through the Finance Bureau. Vouchers for payment of such claims will not be approved unless this procedure is adhered to, and are in accordance with requirements set forth by the Commanding Officer of the Finance Bureau.

Title

8.0 NEWS MEDIA.

Press - Release of Information

8.1 A representative of the Press, upon establishing his identity, may be advised of the current news if the ends of justice are not thereby defeated or laws violated.

Policy

8.2 It is the policy of the Department to assist newspapers, radio, television and other news media to gather news information.

Impartiality

8.3 Every effort is made to release current information without partiality. Information is not withheld or delayed in order to favor any particular news media representative or agency.

Press Cards

8.4 Authorized news media representatives are issued press cards by the Department. When not known, they are required to identify themselves by this means. The press cards issued by the Police Departments of the City of New York and Nassau County are acceptable by this Department as authorized news media representative identification.

Authority for Release of Information

8.5 Information may be released by the officer in charge of an investigation or other incident involving the police. He imposes restrictions on access to the crime scene or the release of information by subordinates when he believes it necessary for the success of the investigation. Information concerning investigations or other police incidents is

withheld only when the release of names of suspects, undeveloped leads, or other such information would jeopardize the successful conclusion of the investigation or proper handling of the incident. Members of the Department will seek the cooperation of news media representatives in such matters.

Information from Central Records Bureau

8.6 Information released from the Central Records Bureau is only released as outlined in the procedures applying to that Bureau.

Duty Officer Notification

8.7 The Duty Officer at the Communications Bureau is informed of all newsworthy data as is practical and as outlined in paragraph 2 8.5 (for release to the news media).

News Media Violations

8.8 When news media representatives refuse to cooperate or violate an agreed-upon confidence, the incident is reported to the Police Commissioner.

Title

9.0 FIREARMS

Reporting Responsibilities

9.1 Members of the Force must report in-writing on designated forms immediately to the Personnel Records Section all concealable firearms owned, or possessed by them. The Personnel Records Section makes proper entries in the member's Force Record. and returns a certified copy of the form to the reporting member to verify compliance with this rule.

Notification of Change

9.2 Members of the Force who sell, give away, or dispose of any concealable firearm, immediately notify. in writing, the Personnel Records Section on the designated forms. This report must contain sufficient information and facts to properly identify firearm and vendee. A certified copy of the form is returned to the reporting member to verify compliance with this rule.

Licensed Dealers

9.3 Members of the Force who are duly licensed gun dealers and who have written permission from the Police Commissioner on the prescribed form (Outside Employment) as part of their Force record only report those firearms issued to them and/or personally owned by them.

Firearms - Use Of

9.4 Members of the Force must be proficient in the use and handling of their service revolver and other designated firearms.

Firearms Qualification

9.5 Periodical qualification is scheduled by the Police Academy to determine the proficiency of each member of the Force and departmental recognition is awarded dependent upon the degree of qualification as directed by the Police Commissioner. The current firearms qualification record is filed in the member's Force Record.

Firearms- Discharge of

9.6 A member of the Force who discharges a firearm, except at an authorized range, promptly notifies the Desk Officer of the Precinct of occurrence or the Duty Officer, Communications Bureau, The Desk Officer or Duty Officer notifies a supe-

rior officer who causes an immediate investigation of the cause and effect of such discharge and the results of such investigation are forwarded as a certified report to the member's Division Commander thru channels. An appropriate Daily Journal entry concerning such notification is made by the receiving Desk Officer where applicable. When the aforementioned incident occurs outside of the County of Suffolk, the member promptly notifies the local police department and telephones the Communications Duty Officer, Police Department, County of Suffolk who causes the required investigation to be made upon the member's return.

Authorized Use Responsibility

9.7 Authorized Use of Firearms.
A. The responsibility for any use of a firearm is borne by the member of the Department who fires same in violation of existing statutes and or these Rules and Procedures.

Sec. 35.30 P.L.

B. Section 35.30 lists the circumstances under which deadly physical force may be used by a peace officer. Members of the Force are to read and become familiar with this section.

Firearms Aboard Aircraft

9.8 Members of the Force will abide by the following procedures concerning the carrying of loaded or unloaded firearms aboard commercial aircraft:

Routine Assignments

A. If the member is on an assignment not specifically requiring that he carry a firearm (such as mere transportation to the assignment) he will, prior to boarding, identify himself to a responsible representative of the air carrier by displaying his credentials. He will advise the representative that his mission does not require a firearm on his person during the flight and he will comply with the instructions and procedures of the air carrier regarding the safe keeping of his firearm during flight.

Non-Routine Assignments

B. If the assignment is of the nature that makes it necessary for the member of the Force to be armed he will, prior to boarding, identify himself to a responsible representative of the air carrier, i.e., the duty supervisor in charge of the passenger counter, or the duty supervisor in charge of passenger service in the case of larger stations, or the station manager or acting station manager in case of smaller stations. He will then notify the representative that his mission requires him to carry a loaded firearm aboard the aircraft. He is not required to explain the details of his assignment but should provide the information required for confirmation such as name and phone number of his Commanding Officer.

Mace Prohibited

C. A member of the Force will not carry mace, tear gas, or similar devices aboard aircraft.

Air Security Notifications

D. A member of the Force will inquire if any FAA Air Security Specialists are to be aboard and if so advise the airline representative to notify such specialists of his seat location.

Hi-Jacking Attempts

E. A member of the Force is to take no action during a hijacking attempt

unless requested to do so by the Captain of the aircraft.

- SEE ATTACHED -

Title **10.0 FOREIGN AMBASSADORS**

Diplomatic Immunity

10.1 Ambassadors and Ministers, accredited by foreign governments as their representatives, members of embassies and delegations in Washington D.C., and members of delegations to the United Nations have diplomatic immunity. They are not liable for punishment in this state. This immunity extends to their families and to their staffs. These diplomats possess identification cards containing their name, title, country represented and their photograph. The cards are signed by the Secretary of State of the United States and by the Chief of Protocol of the State Department.

Courtesies Extended

10.2 Members of the Force extend every courtesy to such persons, their families and employees on official business. They are not arrested, summoned or their vehicles tagged. They are not detained once their identification is satisfactorily established. The same consideration is granted to consuls and vice consuls of foreign nations, although they are not issued identification cards by any governmental agency of the United States. As an aid to their identification, it is noted that the Bureau of Motor Vehicles of the State of New York issues automobile registration plates bearing the letters "F C" preceded by a numeral or numerals, for vehicles owned or used by foreign consuls. However, all consuls entitled to immunity may not have such plates due to the limited number available. Similarly, all registration plates bearing the letters "D P L" indicate issuance for automobiles owned or used by members of delegations to the United Nations, or other representatives of governments, who are accorded diplomatic immunity.

Procedure in Lieu of Arrest

10.3 Instead of arrest or summons, the officer obtains the name and title of the person and the name of the government represented, or in the case of a parking violation, the license number of the vehicle, and reports the incident to his Commanding Officer. The Commanding Officer reports the incident to the Commissioner in duplicate, direct. If other than a parking violation, the member concerned immediately reports the details of the incident to the Desk Officer of the Patrol Precinct of occurrence who, without delay, notifies the Chief of District. Notifications are made when the person possessing diplomatic immunity is the victim of a crime, is involved in a motor vehicle accident or is directly involved in any incident of a police nature.

Identification Determined

10.4 A member of the Force having occasion to resolve a question of identity or status of an individual claiming to be a foreign representative or claiming diplomatic immunity, promptly telephones the Duty Officer or Chief of District from

the scene of occurrence. if possible Such a person claiming diplomatic immunity is not brought into the Precinct house merely for the purpose of identification. The member of the Force is guided by whatever instruction received regarding his inquiry. Members of the Force afford any necessary protection to, and expedite the movement of members of, delegations to the United Nations, officials of the United Nations, their families, accredited representatives of the press and others having official business.

State Dept. Listing

10.5 A Minister or an Ambassador is required to file with the State Department a list of the members of his staff, his employees and servants. A copy of this list is filed with the United States Marshall in the District of Columbia. Police Departments concerned with a problem of the identification of an individual may consult the Marshal when in doubt.

Title

11.0 SPEEDOMETER CALIBRATION

Monthly Testing

11.1 The speedometers of the Suffolk County Police Department vehicles assigned to the patrol force are tested and calibrated monthly. Vehicles are tested and calibrated by use of the Trackmeter Testing Wheel or the F.W. Stewart Speed Comparator. Model 6X900, or 150-PS Clayton Speedometer.
The Trackmeter Testing Wheel is a fifth wheel device that is attached to the rear bumper of the vehicle

tested. Revolutions of the wheel activate a direct current generator creating voltage that is registered on a voltmeter in miles per hour calibration.
The F.W. Stewart Speed Comparator Model 6X900 is a device which is connected to the speedometer of the vehicle. Accuracy of instrument is verified by stroboscopic test.

Tests By Highway Patrol Bureau

A Tests are conducted by the Highway Patrol Bureau personnel competent to perform such tests and in the presence of the operator of the vehicle

Speedometer Card

B. The testing officer issues a speedometer card, in triplicate, having recorded thereon the vehicle speedometer readings and miles per hour calibrations made during the test; each counterpart is dated and attested to by the testing officer and the operator of the vehicle, identifying the vehicle by radio call number, fleet number, year of manufacture and make. One triplicate original thereof is filed in the Highway Patrol Bureau; one triplicate copy is retained by the command to which the vehicle is assigned; and the third triplicate copy remains in the vehicle.

Motorcycle Speedometers

C. Motorcycle speedometers are to be tested and calibrated monthly using either the F.W. Stewart Speed Comparator or testing may be accomplished by the commercial speedometer testing station designated by the Commanding Officer of the Highway Patrol Bureau on authorization of the Department of Purchase of

Suffolk County. A certificate of accuracy is obtained in duplicate original for each test;each counterpart is dated, identifying the motorcycle by radio call number, fleet number, year of manufacture and make. Each counterpart is signed by the operator and by the individual making the test. One duplicate original is kept in the files of the Highway Patrol Bureau. The other duplicate copy is kept at the speedometer testing station, except that where testing is accomplished by the Highway Patrol Bureau using the F W Stewart Speed Comparator both duplicates are filed at the Highway Patrol Bureau

Title **12.0 VICE, GAMBLING & DRUGS**

Responsibility to Suppress

12.1 It is the responsibility of all members of this Department to take every lawful means to suppress all forms of commercialized vice, gambling and the illegal use and distribution of drugs. All information concerning these hazards as well as any information concerning alleged narcotic addicts is forwarded on internal correspondence to the Chief of Detectives.

Narcotic Addict Commitment

12.2 Any member of the Department who is approached by any person requesting information as to how they could apply, (under the provisions of the New York State Mental Hygiene Law- Article 9 and in a non-criminal involvement), for an order directing a civil commitment of such person,

(a possible or alleged narcotic addict), to the care and custody of the Narcotic Addiction Control Commission, does as follows:

Record A. Notes the name, address and age of the person for whom such civil commitment is being requested.

Direct B. Advises the person to call 727-0400 # 470 Supreme Court, Riverhead, Monday thru Friday, 0900 to 1700 hours for an apoointment.

Submit C. Submits the noted information on internal correspondence to his commanding officer for direct forwarding to the Chief of Detectives.

NACC CR-1 Forms

12.3 NACC CR-1 forms are available at all detective squad commands This form is not to be used in non-criminal involvement. This form is only used when a person is arrested, shows symptoms or otherwise appears that he is a narcotic addict, and is charged with any felony or misdemeanor or the offense of prostitution.

Responsibility of Detective Division

12.4 The Detective Division is responsible for, but not limited to, the investigation of all felonies and all sex and gambling offenses. This responsibility does not preclude the Detective Division or the Patrol Division from mutually assisting each other.

Title **13.0 FINGERPRINTS**

Responsibility

13.1 The responsibility for the taking of fingerprints is as follows

Detective Division

A. Detective Division - in all criminal cases being handled by the Detective Division.

Patrol Division

B. Patrol Division - in all criminal cases being handled by the Patrol Division. To facilitate the taking of fingerprints, the Detective Division and the Patrol Division render such assistance and cooperation to each other as may be warranted.

Title

14.0 CODE OF ETHICS

County Charter

14.1 Code of Ethics - Suffolk County Charter.

Conflict of Interest

14.2 No officer or employee of the County of Suffolk, whether paid or unpaid shall

A Be or become interested directly or indirectly in any manner whatsoever except by operation of law, in any business or professional dealings with the County of Suffolk or any agency thereof.

B Act as attorney, agent, broker, representative or employee in business or professional dealings with the County or any agency thereof for any person or corporation in which he has a direct or indirect interest.

C Accept other employment or engage in any business transactions or make any investments directly or indirectly which create a conflict with his official duties.

D. For the purpose of this Code of Ethics "interest" shall be deemed to include the affairs of: the officer's or employee's spouse, minor children and dependents; a firm, partnership or association in which such officer or employee is a member

or employee; a corporation of which such officer or employee is an officer, director or employee and a corporation any stock of which is owned or controlled directly or indirectly by such officer or employee.

E. Notwithstanding any provision to the contrary in this article, any person serving the County or any agency thereof without compensation shall not be deemed to be in violation of this article unless such interest is in conflict with the proper discharge of his official duties.

F The provisions of this section shall not apply to the designation of a bank or trust company as a depository, paying agency, registration agent or other investment in funds of the County in which the municipal officer or employee has an interest by reason of stock holdings when less than 5 percentum of the outstanding stock of the corporation is owned or controlled directly or indirectly by such officer or employee except when the Chief Fiscal Officer, Treasurer or his Deputy or employee has an interest in such bank or trust company.

G The provisions of this section shall not apply to the designation of a newspaper including but not limited to an official newspaper for the publication of any notice, resolution, ordinance or other proceeding where such publication is required or authorized by law.

H No conflict shall be deemed to arise under this local law by virtue of stock ownership where such ownership constitutes less than five (5%)

per cent of the outstanding stock of the corporation involved.

Gratuities 14 3 No officer or employee of the County of Suffolk, whether paid or unpaid, shall accept any gift or gratuity, whether in the form of services, loan, or any promise or benefit of any kind, from any person, firm or corporation which is interested directly or indirectly in any manner whatsoever in any business or professional transaction or dealing with the County or any agency thereof. The receipt of a gift of an inconsequential nature shall not be deemed a violation of this section.

Interests 14.4 Any officer or employee, of Suffolk County, whether paid or unpaid who has, will have or intends to acquire an interest direct or indirect in any matter being considered by the Board of Supervisors or by any other official board, agency, officer or employee of Suffolk County, and who participates in discussion before, or gives opinions or advice to any board, agency or individual considering the same, shall publicly disclose on the official record the nature and extent of such interest.

A. Any officer or employee of the County of Suffolk, whether paid or unpaid, who has knowledge of any matter being considered by any board, agency, officer or employee of the County of Suffolk in which he has or will have or intends to acquire any

direct or indirect interest, shall be required to disclose in writing his interest to such board, agency, officer or employee and the nature and extent thereof.

Confidential Information 14.5 No officer or employee of the County of Suffolk, whether paid or unpaid, shall disclose confidential information concerning the property, government or affairs of the County or any other confidential information of an official character except then required by law, nor shall he use such information to advance the financial or other private interests of himself or others.

Future Employment 14.6 No person who has served as an officer or employee of the County of Suffolk shall, with respect to any case, proceeding, application or matter which was pending before the board, agency or department while he was serving as an officer, or employee of the County, within a period of two (2) years after the termination of such service or employment, appear before any board or agency of the County, act as counsel, attorney or agent, nor receive any compensation or association; nor shall he aid in any manner.

A. No person who has been elected to a County Office, may, resign prior to the completion of his term of office and be employed by the County, accept a County position, or be retained by the County in any manner to any office or position for a period of two (2) years from the date of the creation or establishment of the office or position.

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general regulations

Penalties

14.7 Any contract willfully entered into by or with Suffoll County or any agency thereof in which there is an interest prohibited by this local law shall be null, void and wholly unenforceable.

A. A violation of any of the provisions of this local law shall constitute cause for forfeiture of pay, suspension, removal from office, discharge of employment in the form and manner as provided by law.

B. In addition to any of the foregoing penalties any officer or employee who willfully and knowingly violates the foregoing provisions of this article shall be guilty of an offense punishable for a term of imprisonment not in excess of one (1) year and/or a fine not in excess of Five Hundred ($500.00) Dollars.

-SEE ATTACHED-

uniforms and equipment

Title — **1.0 PRESCRIBED UNIFORM**

Prescribed Issue Only

1.1 Members of the Force wear at all times while on duty the uniform and articles of equipment as prescribed by the Police Commissioner unless otherwise directed.

Uniform Detectives Plainclothes

1.2 Members of the Force detailed to detective and/or plainclothes duties are members of the uniformed force and as such maintain all uniform clothing and articles of equipment as prescribed for their rank.

Uniform of the day

1.3 The Police Commissioner establishes the uniform of the day by the promulgation of special orders to this effect. Division Commanders are authorized to direct members of the Force to wear the required class uniform necessary for the member's function within their respective divisions.

Cleanliness

1.4 The uniform is maintained in a neat, clean and serviceable condition and no part thereof is worn at any time in conjunction with civilian clothing.

Color of Socks

1.5 Black socks are worn in conjunction with the uniform of the day.

A. A member of the Force may be excused from wearing black socks with the uniform of the day if he has a physician's written statement certifying that he be permitted to wear white socks because of a medical reason filed in the member's Force Record.

uniforms and equipment

Class ''A'' Summer

1.6 Class ''A'' Uniform

A. Summer Uniform

1. Sergeant and Patrolman - Blue short sleeve shirt, trousers, black shoes, eight point cap and rainwear for inclement weather.

2. Lieutenant and above - white short sleeve shirt, trousers, black shoes, eight point cap and rainwear for inclement weather.

NOTE: Black tie and blouse permissible for all departmental ranks whenever weather is unseasonable during the summer uniform of the day wearing period.

Intermediate

B. Intermediate Uniform

1. Sergeant and Patrolman - blue long sleeve shirt, black tie,blouse, trousers, black shoes, eight point cap and rainwear for inclement weather.

2. Lieutenant and above - white long sleeve shirt, black tie,blouse, trousers, black shoes, eight point cap and rainwear for inclement weather.

Winter

C. Winter Uniform

1. Sergeant and Patrolman - blue long sleeve shirt, black tie, trousers, reefer or unicoat, black shoes, eight point cap and rainwear for inclement weather.

2. Lieutenant and above - white long sleeve shirt, black tie,blouse, trousers, black shoes, eight point cap, utility coat and rainwear for inclement weather.

Class ''B'' Summer

1.7 Class ''B'' Uniform - Sergeant and Patrolman.

A. Summer - light weight blue work

uniforms and equipment

pants, blue uniform short sleeve shirt, black shoes, dark blue baseball cap with Suffolk County insignia attached, (eight point cap permissible).

Intermediate

B. Intermediate - same as for summer and with a blue zippered jacket.

Winter

C. Winter - heavy weight blue work pants, blue uniform long sleeve shirt, (black tie permissible),black shoes, dark blue baseball cap with Suffolk County insignia attached, (eight point cap permissible) and blue zippered parka.

Class ''C''

1.8 Class ''C'' Uniform - green uniform work clothes rented for civilian employees; a green eight point cap is worn when required.

Recruit Uniform

1.9 Recruit Uniform - gray shirt, gray trousers and other clothing and articles of equipment as designated by the Commanding Officer, Police Academy.

Authorized Exceptions

1.10 The following are authorized exceptions to the Class A and Class B uniforms.

A. Assigned motorcycle personnel wear breeches, leather jacket and helmet in lieu of trousers, blouse and eight point cap.

B. Assigned aviation and canine personnel wear leather jacket in lieu of blouse.

C. Assigned marine personnel wear deck sneakers in lieu of black shoes when on board.

Prescribed Gloves

1.11 Members of the Force while in uniform wear plain black leather gloves except when wearing Summer

uniform or directing traffic.
A. Members of the Force when directing traffic wear white gloves.
B. Members assigned to operate motorcycles wear black leather gloves as prescribed or otherwise directed.

Uniform Sweater

1.12 The uniform blue sweater may be worn at any time providing it is worn under an outergarment such as a blouse, reefer, raincoat, jacket, parka or officer's utility coat.

Uniform Scarf

1.13 The uniform issue blue scarf may be worn during inclement weather in conjunction with the winter uniform of the day.

Title

2.0 DESIGNATED INSIGNIA

Department Insignia

2.1 Members of the Force wear the prescribed departmental insignia on the right and left sleeve of all prescribed uniforms except leather jackets, raincoats of any type, officers winter white shirts and sweaters. The top center of this insignia is worn one-half inch below the shoulder seam in line with the center of the sleeve. Other special type insignia is worn as directed.

Crossing Guards Insignia

A. Crossing Guards wear an insignia entitled "Crossing Guard" on the right and left sleeve of all uniforms directly centered below and touching the Suffolk County insignia

Rank Insignia

2.2 Members of the Force wear the prescribed insignia designating their rank.

Division Chiefs

A. Division Chiefs Three gold stars, evenly spaced, on each shoul-

er. The visor of the cap prescribed for this rank is adorned with embroidered raised gold leaf clusters.

Deputy Division Chiefs

B. Deputy Division Chiefs One gold star on each shoulder. The visor of the cap prescribed for this rank is adorned with embroidered raised gold leaf clusters.

Deputy Chief Inspector

C. Deputy Chief Inspector: Same as above.

Inspector

D. Inspector One raised gilt metal spread eagle, displayed with eagle facing outward, on each shoulder The visor of the cap prescribed for this rank is adorned with embroidered raised gold leaf clusters

Deputy Inspector

E. Deputy Inspector One raised gilt metal maple leaf with stem facing outward on each shoulder The visor of the cap prescribed for this rank is adorned with embroidered raised gold leaf clusters.

Captain

F. Captain: Two raised gilt metal bars, displayed parallel to shoulder seams, on each shoulder.

Lieutenant

G. Lieutenant: One raised gilt metal bar, displayed parallel to shoulder seams, on each shoulder.

Sergeant

H. Sergeant: One three stripe chevron displayed on each sleeve six inches below the shoulder seam, the upper point of the chevron in line with the lower point of the prescribed departmental insignia.

Braid Sleeve & Trousers

2.3 All ranks above Sergeant wear on the prescribed uniform coats a band of lustrous black mohair braid one and one quarter inches wide placed with its lower edge three and one half inches above the bottom of

the sleeve; a black mohair braid, one and one quarter inches wide covers the outside vertical seam of the prescribed uniform trousers.
A. The Sergeant rank wears a black mohair braid three-eighths of an inch wide which covers the outside vertical seam of the prescribed uniform trousers.

Gold Chin Strap

2.4 The prescribed uniform cap for the rank of Sergeant and above is furnished with a gold colored chin strap.

Service Stripe

2.5 Sergeants and Patrolmen who have served five years, wear on both sleeves of all uniform coats a service stripe which consists of a black tubular braid, three-eighths of an inch wide, placed on the front of the sleeve, adjoining and above the cuff seam. A similar stripe is added for each additional five years service and the stripes are placed one-quarter inch apart.

Collar Insignia

2.6 Sergeants and Patrolmen wear the collar insignia as issued and prescribed by the Quartermaster Section when wearing the uniform of the day.

Breast Bar Award

2.7 Members of the Force who are recipients of awards, are awarded a metal breast bar and wear same at all times while in uniform except on raincoats of any type, officers winter white shirts and sweaters. The bar is worn horizontally, one-half (½) inch above the shield and centered.

Marksman Insignia

2.8 Insignia for marksmanship is worn one-half (½) inch above shield, centered and is worn in conjunction with the departmental recognition insignia. Where more than one (1) insignia is worn, they are separated by one-quarter (¼) inch. When more than one (1) insignia is worn, the order of precedence is: Highest Department Recognition Bar (top), Marksmanship Insignia directly above shield.

American Flag Emblem

2.9 Those members wishing to display an American Flag Emblem on their uniform may do so. However to maintain uniformity, and dignity of both the uniform and the flag, the following guidelines will be adhered to:
A. The emblem must not be more than one (1) inch square.
B. It will be a bonafide replica of the American Flag with nothing superimposed upon it and of metal composition.
C. It will be worn centered over the breast shield, with the bottom thereof ½ inch above the top of the shield or ¼ inch above the top of the uppermost authorized breast bar award.

Title

3.0 PRESCRIBED EQUIPMENT

On Duty Equipment

3.1 Members of the Force on duty carry the following equipment in serviceable condition, or as otherwise directed:

Patrol Division

A. Patrol Division:
1. Fully loaded with six (6) rounds, a Smith and Wesson or Colt .38 Spe-

uniforms and equipment

cial Caliber Revolver, with a four inch barrel.
2. Twelve extra .38 Special Caliber cartridges.
3. Holster with belt.
4. Mark IV or V Chemical Mace with Holster.
5. Memorandum book (as outlined in these Rules and Procedures).
6. Ballpoint pen.
7. Billie.
8. Handcuffs and Key.
9. Traffic whistle.
10. Flashlight (during hours of darkness).
11. Nightstick (baton) as ordered.

All other Members

B. All other members of the Force, unless otherwise directed, carry as follows:
1. Fully loaded .38 Special Caliber, Smith & Wesson or Colt, revolver not less than two inch barrel with a safety bar.
2. Six extra cartridges.
3. Mark II - Chemical Mace
4. Holster, handcuffs & key.
5. Billie.
6. Ballpoint pen.
7. Memorandum book (as outlined in these Rules and Procedures).

Cartridge Specifications

3.2 .38 special cartridges carried by members of the Force when on duty means 125 grain semi-jacketed hollow point ammunition issued by this Department. This is the only ammunition to be carried. Armor piercing, wad cutters, tracers, reloads or tear gas shells are not authorized.

Special Assignments

3.3 Members of the Force on special assignment, whether in uniform or not, carry such weapons and special equipment as directed by the Commanding Officer making such assignment.

uniforms and equipment

Baton (Night - stick)

3.4 Nightsticks (batons) are carried by members of the Force when in uniform and on duty during the 4 to 12 and 12 to 8 tours, or as otherwise directed.

Off Duty Equipment

3.5 When off duty and not in uniform, members of the Force may carry, at their own option, a fully loaded firearm.

Title

4.0 QUARTERMASTER ISSUE

Quartermaster Issue Only

4.1 The prescribed uniform, shield, cap device or other prescribed insignia and articles of equipment is as issued by the Quartermaster Section.

Property Of Dept.

4.2 All clothing and articles of equipment issued by this Section is at all times the property of the Police Department and is subject to recall, inspection and disposition at any time.

Termination of Service

4.3 When a member of the Department terminates his service in any manner, his Commanding Officer is responsible for the return of all clothing and articles of equipment issued to him as listed in the prescribed manner by the Quartermaster Section.

Recall of Issue

4.4 When a member of the Department is transferred, or promoted and certain articles of clothing and equip-

ment are no longer required by that member to function in his new assignment or rank, these articles of clothing and equipment are recalled by the Quartermaster Section as listed in the prescribed manner. It is the responsibility of the member's former Commanding Officer to see that this recall of articles is effected.

Q.M. Notification

4.5 The Personnel Bureau notifies the Quartermaster Section of all personnel changes in order that all the above may be effected.

Description of Issues

4.6 Articles of clothing include, but are not limited to, all types of uniforms and wearing apparel, specialized or otherwise. Articles of equipment include, but are not limited to, shield, cap device, insignia of rank, Departmental identification card, Rules and Procedures, memorandum books and all inserts (completed during that member's service), firearms, and any or all other specialized equipment.

Equipment Lost/ Damaged

4.7 Members of the Force are to immediately report to their supervising officer the loss, damage to, or unserviceable condition of their uniforms and articles of equipment as outlined by these Rules and Procedures.

Shield - Carrying of

4.8 Members of the Force carry their shield at all times.
A. When in uniform, the shield is worn on the outermost garment over

the left breast in the place provided.
B. When not in uniform, the shield is displayed on the outermost garment when it is necessary for a member of the Force to establish his official identity.

Title

5.0 DEPARTMENT PROPERTY AND EQUIPMENT

Dept. Prop. Care of

5.1 A member of the Department is responsible for the safekeeping, good care, proper maintenance and serviceable condition of departmental property issued for or assigned to his use. He immediately reports to his Commanding Officer damage to or unserviceable condition of any departmental property issued for or assigned to his use. If such loss or damage results from carelessness or negligence, it becomes the cause for departmental charges. He does not alter police equipment by changing same, in any way, except in cases of emergency or as ordered by the Police Commissioner.

Dept. Property Littering

5.2 A member of the Department does not litter with refuse any departmental property, building, booth, vehicle, boat or aircraft.

Dept. Vehicles Operations

5.3 A member of the Department operates a departmental vehicle in a careful and prudent manner at all times even though responding to an emergency or engaged in close pursuit.

Equipment Care of

5.4 A member of the Department is responsible for the proper care and

condition of equipment contained in any department building, booth, vehicle, boat or aircraft.

Radio Removal Disabled Vehicles

5.5 Any time a police vehicle is in an accident or disabled, or is to be sent to any garage or repair shop, it is the duty of the operator of that police vehicle to remove the radio (tray), and microphone to his command office. The radio serial number and the reason for the removal of said equipment is to be reported on internal correspondence and forwarded to the Communications Bureau. In the event the police vehicle operator is unable to remove the above mentioned equipment, due to his being disabled, another officer is assigned by the Communications Bureau Duty Officer to perform this function.

Dept. Property-Possession

5.6 A member of the Department does not use or have in his possession any departmental property unless its use or possession is authorized by proper authority.

Requisition Supplies

5.7 He does not requisition supplies from the Supply and Procurement Bureau without the certified approval of his Commanding Officer on the appropriate form.

Designated Equip.only

5.8 A member of the Department carries only designated equipment when in the performance of police duty.

Dept.Prop. Inauth. Presence

5.9 A member of the Department does not permit anyone other than members of the Force or Department to enter or remain in a departmental building, booth, vehicle, boat or aircraft except on official business or as otherwise directed.

Dept.Prop. Lost/Stolen

5.10 A member of the Force whose identification card, shield, cap device or firearm is lost or stolen notifies his commanding officer immediately. He prepares a Field Report, and a Supplementary Report in quadruplicate to fully explain the circumstances which caused said loss. The Supplementary Report is submitted to his commanding officer who authorizes the transmission of a teletype message (lost or stolen property) and forwards the report verified by his signature, as follows: original to the Central Records Bureau, duplicate to his Division Commander, triplicate to the Legal and Inspection Bureau and the quadruplicate to the commanding officer of the Supply & Procurement Bureau. The Field Report is forwarded as prescribed in the forms system. The Supply & Procurement Bureau, Quartermaster or Armorer Sections are authorized to issue a replacement shield, cap device or firearm, upon the written requisition of the member's Division Commanding Officer. The Identification Section is authorized to issue a new identification card upon the written requisition of the member's

Division Commanding Officer. The Legal & Inspection Bureau causes an investigation of the incident to determine if charges are to be preferred against the member and forwards all reports to the Personnel Records Section for inclusion in the member's Force Record after a final determination.

Incapacity to Safeguard

5.11 A member of the Force who is on sick report, injured, and or is to be admitted to a hospital or other similar institution, for any reason, and who cannot, in the judgment of his commanding officer, immediate supervisor or other superior officer delegated to act in this capacity by the member's commanding officer, properly safeguard his weapons, shield, cap device, identification card and other equipment such as, but not limited to, handcuffs, billie, batons, surrenders these articles to his commanding officer, supervisor or other superior officer delegated to act in this capacity by the member's commanding officer. The officer to whom these articles are surrendered prepares a Field Report and a Supplementary Report, in triplicate to fully explain the circumstances. The Field Report is forwarded as prescribed in the forms system. The Supplementary Report is forwarded as follows: original to Central Records and duplicate to the Division Commander. All copies of this report must bear the endorsement of the member's commanding officer. Said articles are

promptly invoiced on the appropriate form, a general receipt presented to the member and said articles delivered to the Property Bureau. When the member is deemed fit for duty, the commanding officer certifies as to such fitness on the appropriate form, which authorizes the release of said surrendered articles by the Property Clerk to the member.

Authorized Shield

5.12 A member of the Force or Department neither wears, uses, displays nor has in his possession a police shield or other similar object except as authorized by the Police Commissioner.

I.D.Card

5.13 A member of the Department is to carry, at all times, the authorized Police Department, County of Suffolk, N.Y. laminated identification card. The identification card is issued to the members of the Police Department by direction of the Police Commissioner and identifies the member by name, rank or title, photograph, signature and social security number. Such identification card is not issued to any person who is not an employee of the Police Department, County of Suffolk, N.Y.

Chemical Mace

5.14 All members of the Force are issued Chemical Mace - a non lethal weapon.

Members of the Patrol Division are issued the Mark IV or V weapon (spray can size) with holster, to be carried on the gun belt.

Members of the Detective Division

uniforms and equipment

and those members performing plain-clothes duties are issued the Mark II - pocket size weapon with clip. All members of the Force are required to carry the issued Chemical Mace weapon when on duty.

The use of Chemical Mace is controlled by the same sections of the Penal Law that now control the use of our existing issued weapons and the use of physical force. Chemical Mace is not used on a subject unless the member of the Force reasonably believes that the use of Chemical Mace is necessary to effect an arrest, or for self-defense, or the defense of a third party against unlawful physical force.

When Chemical Mace is used, the member of the Force involved causes the face and eyes of the subject to be washed or flushed with cold water as soon as possible. In addition, the subject is examined by a police surgeon or other medical doctor.

When a Chemical Mace weapon is used or discharged, or is lost, for any reason and in any manner, the reporting of and recording of such action is as now required for a weapon discharged or lost by any member of the Force as outlined in these Rules and Procedures.

When a Chemical Mace weapon is exhausted or inoperative, it is turned in to the nearest precinct for a replacement.

discipline & punishment

Title — **1.0 AUTHORITY**

Civil Service Law — **1.1** Discipline and punishment determination against any member of the Department is in accordance with the provisions of the Civil Service Law of the State of New York and Section 1213 of the Suffolk County Charter.

Suffolk County Charter — **1.2** The Police Commissioner, pursuant to Section 1213 of the Suffolk County Charter, may designate a Captain or an Inspector to conduct hearings on charges against lieutenants, sergeants and patrolmen, and to report his findings and recommendations to the Police Commissioner for action thereon.

Power to Discipline — **1.3** The Police Commissioner has the power to discipline a member of the Department by:

A. Reprimand
B. Fine
C. Suspension, with or without pay, in accordance with the provisions of the civil service or other applicable law.
D. Dismissal or removal from the force, or
E. Reducing into grade below that in which he was serving, if he be above the grade of patrolman, after which his compensation is the same as that allowed to members of the grade to which he is reduced.

Title — **2.0 DISCIPLINE**

Cause for Discipline — **2.1** Members are disciplined for the following reasons only:

discipline & punishment

A. Conviction for any criminal offense.
B. Neglect of duty
C. Violation of rules
D. Neglect or disobedience of orders
E. Incapacity
F. Absence without leave
G. Conduct injurious to the public peace or welfare
H. Immoral conduct
I. Conduct unbecoming an officer, or
J. Any other breach of discipline such as conduct to the prejudice of good order and efficiency.

+ Suspension from Duty

2.2 Members of the Department may be suspended from duty whenever, in the opinion of the Police Commissioner, such action is necessary. Such suspension is in accordance with the Civil Service Law, Suffolk County Charter, or other applicable law.

Daily Reporting

A. Unless otherwise directed by the Police Commissioner, a member of the Department under suspension reports daily, in person, to his Commanding Officer at the office of his command, or by permission of the Police Commissioner to the commanding officer of his residence precinct, at the office of that command. If above the rank of Lieutenant, he reports daily, in person, to the Division Commander.

Surrender of Equip.

B. Upon suspension, a member of the Department promptly surrenders all departmental property, also his service revolver and any and all other revolvers and pistols possessed by him; such property is invoiced to the Property Bureau, and returned to the member when relieved from suspension.

discipline & punishment

Uniform Prohibited

C. During the period of suspension, a member of the Force does not wear his uniform, nor any distinguishable part thereof, nor carry any police equipment.

+ Cause for Dismissal

2.3 A member of the Department found guilty of violating a Rule or Procedure of the Department, or of the provisions of any order or orders, or of cowardice, or of intoxication while on duty or while in uniform, or of conduct unbecoming an officer, or of making a false official communication, record or statement, or a member of the Department convicted in a Court having criminal jurisdiction, may be dismissed from the Department, or suffer such other punishment as the Police Commissioner may direct, pursuant to the Civil Service Law, Suffolk County Charter or other aplicable law.

Misc. Infractions

2.4 Disorder or neglect to the prejudice of good order, efficiency or discipline, though not specifically mentioned in these Rules and Procedures is taken cognizance of by the Department, and members found guilty thereof are punished at the discretion of the Police Commissioner.

discipline & punishment

Title — **3.0 CHARGES & SPECIFICATIONS**

Violation Reporting Procedure

3.1 A report of any violation of these Rules and Procedures is submitted by any member of this Department on internal correspondence. It is prepared in quadruplicate and must be legibly written or handprinted or typewritten. The report must state the violator's name in full, rank, shield number (when applicable), command, date time and full details concerning the violation, be signed by the member reporting and forwarded through channels to the office of the Police Commissioner without any delay.

Upon receiving same, the Police Commissioner will review the report and then make his determination as to any further action, either the submitted report will be returned with an attached certified determination as follows:

Original - For insertion inviolator's force record.
1st copy - Forwarded to violator.
2nd copy - Forwarded to member reporting.
3rd copy - Forwarded to violator's commanding officer.

or

The submitted report will be forwarded to the Legal & Inspection Bureau for investigation.

Board of Chiefs

3.2 An investigation of the report by the Legal & Inspection Bureau is forwarded to a Board composed of the Chief of Operations, Chief of Personnel, Chief of Detectives and Chief of District. The Board may recommend

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that charges and specifications be preferred.

Written Charges

3.3 Charges in writing are preferred against a member of the Department alleged to be guilty of infractions of these Rules and Procedures, or of Departmental Orders and instructions. The accused is offered an opportunity to be represented by an attorney.

Rights of Accused

3.4 Each member of the Department to be heard on charges is served with a copy of the charges and specifications at least eight (8) days before arraignment, exclusive of Sundays and legal holidays. Notice for members to appear as complainants or witnesses are sent by the police teletype system. The accused member may, upon his arraignment, request from the Police Commissioner or the officer conducting the hearing the attendance of witness in his behalf. The accused is given the opportunity to plead to all or any part of charges prior to hearing date.

Serving Procedure

3.5 Service is made upon accused as follows: Personal delivery of charges and specifications, or if personal delivery cannot be made, then by leaving a copy of the charges at his place of residence with some person of age and discretion, and by notifying such person orally of the nature of the papers, or if personal delivery cannot be made, and the residence cannot be located, then by posting a copy of the charg-

es conspicuously in the office of the Command to which the accused is attached, at least eight (8) days before time of arraignment, exclusive of Sundays and legal holidays.

Acknowledge Receipt

3.6 Members of the Department served with charges promptly acknowledge such service by signing same. The member serving the charges witnesses such signature on all copies, certifying same with his signature, rank, shield number, command, date, time and location of service.

Arraignment

3.7 Attendance of complainant and witnesses is not necessary at the arraignment.

Hearing

3.8 A hearing is conducted without unnecessary technicality, without unnecessary or unreasonable delay, and without offensive speech or action on the part of anyone. The Police Commissioner or the officer conducting the hearing may exclude forthwith, without prejudice to the accused, from further attendance at the hearing, a person who offends against any of these requirements.

Arraignment Procedure

3.9 Departmental Procedure at arraignment:
The accused is arraigned as follows:
''Rank Surname, have you been served with a copy of these charges?
''Do you waive the reading of the charges at this time?
''Before I ask you how you plead, I wish to inform you of your right to

be represented by counsel, to request the attendance of witnesses in your behalf, to move for a dismissal of the charges upon pertinent grounds, or to move for an adjournment.
''You are further advised that upon your plea of guilty, or after being found guilty of any violation of the Rules and Procedures of the Police Department, County of Suffolk, New York, under Section 1213 of the Suffolk County Charter, and Article 5, Section 75 of the Civil Service Law, the Police Commissioner has the power to discipline a member of the Department by:
''Reprimand;
''Fine:
''Suspension with or without pay, in accordance with the provisions of the Civil Service or other applicable law;
''Dismissal or removal from the Force or Department; or
''Reducing into any grade below that in which he was serving, if he be above the grade of patrolman, after which his compensation is the same as that allowed to members of the grade to which he is reduced.
''Now, how do you plead to specification number one (etc.)''

Hearing Procedure

3.10 Department Procedure at Hearing.
The accused is called.
The accused pleads ''guilty''or''not guilty'' to each specification. The witnesses for the Department are introduced in the order directed by

the Hearing Commissioner. Before testifying, the witnesses are sworn by the Hearing Commissioner. The Department conducts the direct examination; at the conclusion of the direct examination, the witness is at the disposal of the accused or the accused's counsel for cross-examination; the witness is subject to re-direct examination, followed by re-cross by the accused or the accused's counsel. After the witnesses for the Department have testified, that fact is communicated to the accused, and he then is permitted to proceed with his defense.

Each witness for the accused is sworn and his identity established. The accused or the accused's counsel conducts the direct examination; at the conclusion of the direct examination, the witness is at the disposal of the Department or the Department's counsel for cross-examination; the witness is subject to re-direct examination, followed by re-cross by the Department or the Department's counsel.

At the conclusion of the testimony offered by the witnesses for the accused, witnesses may be called by the Department in rebuttal. They are subject to cross-examination. The accused then has an opportunity to introduce such other testimony as is competent and material, that he may desire. The accused is given an opportunity to testify under oath in his own behalf, and be subject to cross-examination by the Department.

The accused or his counsel and the Department are given a brief opportunity to sum up, or make pertinent motions.

The Hearing Commissioner, at his discretion, may exclude from the hearing room, every person except the accused, his counsel, the prosecutor and counsel, the County Attorney, Court Clerk and Stenographer.

Petition to Review

3.11 A petition to review a determination by the Police Commissioner to fine, suspend, dismiss or otherwise discipline a member of the Police Department is not granted after the expiration of thirty (30) days from the service of a notice of such determination upon the member of the Department so fined, suspended, dismissed or otherwise disciplined.

Title

4.0 GRIEVANCE PROCEDURE

Preamble

4.1 In order to establish a more harmonious and cooperative relationship between the County and the members of the Police Department, and to avoid and resolve disputes involving alleged violations of the terms of this Agreement, it is the purpose of this provision of this Agreement, to provide for the settlement of differences through an orderly grievance procedure. All the provisions of this Section of this Agreement shall be liberally construed for the accomplishment of this purpose.

Basic Standards & Principles

4.2 A. Every member of the Police Department shall have the right to join or to continue as a member of any employee association or labor organization; provided, however, that no employee shall organize or help to organize or become a member of any society or group of persons which teaches or advocates that the government of the United States or of any state or of any political subdivision thereof shall be overthrown by force or violence, or by any unlawful means.

B. Every member of the Police Department shall have the right to present his grievance in accordance with the procedures prescribed hereunder, with or without a representative of his own choosing, free from interference, coercion, restraint, discrimination or reprisal. There shall be no discrimination against any member of the Police Department because such member has formed, joined, or chosen to be represented by any employee organization for the purposes of this provision. The Association shall have the right to initiate a grievance of a member of the Police Department. Furthermore, the Association shall have the right to initiate group grievances, namely grievances which affect officers in more than one Command. Such group grievances shall be initiated at the second level (Commissioner).

C. It is a fundamental responsibility of supervisors at all levels to consider and commensurate with authority delegated by the head of the department or agency, to take appropriate action promptly and fairly upon the grievances of their subordinates. To this end appropriate authority shall be delegated to supervisors by heads of departments and agencies.

D. The Commanding Officer of each Command shall be responsible for carrying out the provisions of this procedure and the regulations prescribed hereunder and maintaining the standards herein prescribed in his Command.

E. The Commanding Officers of each Command or their designated representatives shall hold conferences at appropriate times with members of the Police Department on problems relating to conditions of employment and the continued improvement of the public service. Proposed new rules or modifications of existing rules governing working conditions should, wherever practicable, be announced in advance and discussed in conference with employee representatives before they are established. Employees are encouraged to contribute their experiences and their ideas to the solution of problems in the public service and to acquire a feeling of identification with the objectives of their department or Command.

Consideration of Grievances

4.3 Members of the Police Department, supervisors and appointing authorities are expected to exhaust every administrative device to settle amicably all differences of opinion. In the interest of uniform

procedure and to expedite handling, members of the Police Department are expected normally to present their problem or grievance through regular supervisory channels in the following order:

First Level

A. The Precinct Commander or Bureau Commander.

The Employee shall first request an interview with his Precinct or Bureau Commander. The Precinct or Bureau Commander shall, within the first three (3) business days the grievant is on duty after such request, discuss the grievance with the Employee concerned during the Employee's tour of duty. In matters for which the immediate Supervising Officer is responsible, such as work assignments or work quotas, the Precinct or Bureau Commander shall make a determination in writing within three (3) business days after such discussion. In matters beyond the authority of the Precinct or Bureau Commander, the Commander shall advise the Employee in writing within three (3) business days after such discussion to submit his grievance in writing so that it may be taken up at the second level with the Police Commissioner. One Association delegate or trustee in each command or precinct shall be permitted to devote a reasonable period of time during the tour, or the next succeeding tour, in which a grievance arises to handle or process such grievance. The handling or processing of a grievance shall include conferring with supervision.

Second Level

B. Police Commissioner

If a grievance is not satisfactorily settled at the first level, the Employee may, within ten (10) business days, request a review by the Police Commissioner. In such case, the specific nature of the grievance and the facts relating thereto shall be reduced to writing jointly or separately by the Employee and his superior. If a hearing is requested, the Police Commissioner shall conduct a hearing within five (5) business days after receipt of such request. If the Employee still be aggrieved or if a group grievance which is initiated at the second level remains unsatisfied, the grievant or the Association may refer the grievance to the third level.

Third Level

C. Director of Labor Relations.

If the grievance is not satisfactorily settled by the Police Commissioner, the Employee may appeal in writing to the Director of Labor Relations of the County of Suffolk within ten (10) business days of the receipt of the decision of the Police Commissioner. He shall review the entire record made to date and render his decision, with a copy to the Employee, within five (5) business days of receipt of such appeal. If the Employee still be aggrieved, or if it be a group grievance, and remains unsatisfied, the grievant or the Association may request in writing to the Suffolk County Public Employment Relations Board, that arbitration be had to consider the matter. Effective January 1, 1973,

at the option of either party, the American Arbitration Association shall be substituted as the arbitrating body for the Suffolk County Public Employment Relations Board.

Fourth Level

D. Arbitration.

Arbitration shall be invoked by the Association by requesting with notice to the other party, the Suffolk County Public Employment Relations Board, to appoint an arbitrator. The Board shall submit a panel of five arbitrators to both parties, who shall indicate their preferences among such panel, so that the appointment of the arbitrator shall be based upon such preferences. In the event that the parties cannot agree on a mutual choice from the panel of five arbitrators, an arbitrator shall be appointed by the Suffolk County Public Employment Board. In addition to the arbitrator appointed by the Suffolk County Public Employment Relations Board, each party shall have the right to appoint a non-voting member of the arbitrating board. In the event either party exercises his option in 1973, to have the American Arbitration Association conduct arbitrations, such arbitrations shall be conducted in accordance with the rules of that Association, provided, however, that each party retains the right to appoint a non-voting arbitrator to the arbitration board.

Time of Hearings

4.4 All discussions and hearings between an Employee, the supervisors, the Commissioner, the Director of Labor Relations and the Arbitration

Board shall, so far as practicable, be conducted within the Employee's working hours. An Employee and his representative shall be allowed such time off from their regular duties as may be necessary and reasonable for hearings and discussions.

Representation

4.5 An Employee shall be entitled to a representative of his own choosing in the presentation and processing of a grievance in all stages, but only the Association shall have the right to invoke and utilize the arbitration procedure provided in this Agreement.

Application

4.6 A. The provisions of this procedure shall apply to all members of the Police Department of Suffolk County.

B. The provisions of this procedure shall be applicable in any department or agency to conditions which are in whole or in part subject to the control of the head of such department or agency, and which involve alleged safety or health hazards, unsatisfactory physical facilities, surroundings, materials or equipment unfair or discriminatory supervisory and disciplinary practice, unjust treatment by fellow workers, unreasonable assignment of working hours or personal time allowances, unfair or unreasonable work quotas, alleged violations of the provisions of this Agreement, and all other grievances relating to conditions of

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employment; provided, however, that this procedure shall not apply to matters which are reviewable under legal or administrative procedures established by law.

C. Such items as dismissals, demotions, suspensions, reduction in pay, position classifications, salary allocations, Civil Service examinations and other matters which are specifically covered in other procedures or laws are not subject to review as grievances under this procedure.

courtesies & recognitions

Title — **1.0 RESPECT ACCORDED TO RANK**

Saluting Procedure — 1.1 Members of the Force tender and return the personal salute prescribed by the United States Infantry Drill regulations. The salute is tendered by the subordinates within six (6) paces, and smartly and promptly acknowledged by the superior. Superior Officers include the rank of Sergeant and above. Members in civilian clothes are not required to salute. Uniformed members when in a building are required to salute only superiors assigned to desk duty. Members of the Department other than the Police Commissioner and Deputy Police Commissioners are not tendered the salute unless such member is in full uniform. Members of the Force lining parades or at fires, or on occasions when a large number of policemen are assembled for a specific purpose, do not salute superiors, unless they address, or are addressed by such superiors.

Respect to Superior — 1.2 Unless such action interferes with the performance of some particular police duty, a member of the Force in uniform, before addressing a superior officer, or when addressed by him, stands at attention, and tenders the hand salute.

Entering Superior's Office — 1.3 Upon entering the office of the Police Commissioner, or a member of the Force above the rank of Lieutenant, a subordinate removes his hat and stands at attention.

Superior Entering Room

1.4 When the Police Commissioner, or an officer above the rank of Captain, enters the room in which there are subordinate members of the Force, they assume and maintain the position of attention until the superior leaves the room, or until otherwise ordered.

Title

2.0 RESPECT FOR NATIONAL COLORS

Flag Procedures

2.1 Members of the Force, carrying the National Colors, do not dip it to any person, or upon any occasion.

Held Aloft

A. The flag is never held flat or horizontal, but always held aloft and free. Base of the staff rests against the body and slopes at an angle of about thirty degrees from the body. No part of the flag itself is carried against the staff except when lowering the staff through a doorway.

Held at Side

B. The Flag may also be carried at the side of the body. When this is done, the staff is held vertically in the right hand, gripped between thumb and forefinger. The back of the hand is to the right, and the arm is extended downward. The staff rests against the outer side of the shoulder, with the base of the staff about midway between the hip and knee.

Entering a Room

C. When the flag is carried into a meeting room, everyone in the hall stands facing the platform. The color bearer, followed by the escort, marches to the front and faces the audience. The escort takes a position on either side of the flag

bearer as he places the flag in its stand.

With other Flags

D. When the flag is carried with another flag or flags, it is on the marching right, that is the flag's own right, or, if there is a line of other flags, it is placed in front of the center of that line.

On Platform

E. When the flag of the United States is used on the speaker's platform and displayed flat, it hangs above and behind the speaker, with the union on his right.

From Staff

F. When the flag is displayed from a staff in a precinct station house at the precinct main desk or in an auditorium on the platform it occupies the position of honor and is placed to the right of the person speaking to any audience.

Saluting National Colors

2.2 Members of the Force salute the National Colors as it passes or is presented on all public occasions, ceremonies or parades, unless performing police duty requiring immediate attention:

In Uniform

A. In uniform, covered or uncovered - with the hand salute.

With Nightstick

B. In uniform, with nightstick - with nightstick salute.

Civ. Clothes-Uncovered

C. In civilian clothes, uncovered - stand at attention.

Civ. Clothes-Covered

D. In civilian clothes, covered - uncover with right hand, and hold the headdress opposite left shoulder.

In Halt Formation

E. In formation at a halt - the command is brought to attention and the right hand salute is tendered, or with the nightstick salute if car-

ried when the National Colors has arrived within a distance of six (6) paces and continued until it has passed six (6) paces beyond.

In Motion Formation

F. In formation in motion - the command executes ''EYES RIGHT (OR LEFT)'' upon command, and the Commanding Officer and other officer and Police Officer, not in ranks, salute with the hand salute.

Saluting National Anthem

2.3 Salutes to National Anthem are tendered by members of the Force the same way as to the National Colors, except that if no National Colors are displayed, the members face the music.

Half Mast Procedures

2.4 The National Colors are placed at half-mast at Police Headquarters or a precinct station house to which a member of the Force was assigned at the time of his death, from sunrise to sunset, as follows:

Officer to Lt.

A. For a Police Officer, Sergeant or Lieutenant - on the day of his funeral.

Captain

B. For a Captain - from the time of his death to sunset on the day of his funeral.

Inspector

C. For an Inspector - on all buildings and facilities of his command, from the time of his death to sunset on the day of his funeral.

Line of Duty Death

D. On the death of a member of the Force killed in the performance of duty - on all Departmental facilities for a period of (30) thirty days commencing from the time of his death.

Title

3.0 FUNERAL PROCEDURE

Member of Department

3.1 In the case of the death of a member of the Department within the County of Suffolk, it is the duty of his commanding officer to notify the Chief of District as to whether or not an escort for the funeral is desired by the family of the deceased. If so requested, the Chief of District directs the Commanding Officer, Police Academy, who is in charge of the escort, to provide color guard, honor guard and pallbearers.

Honor Guard Posted

A. At the place where the deceased is reposing, an Honor Guard to post the casket during visitation periods is assigned and in such number as to properly maintain the post at the discretion of the Police Commissioner.

Escort & Honors Unit

3.2 A Police Escort and Honors Unit file is maintained by the Commanding Officer, Police Academy. This unit consists of a color guard and bearers, pallbearers, and a number of officers designated as honor guard, the number to be consistent with the needs of the department, or as otherwise directed by the Police Commissioner. Members are assigned to this unit on a collateral duty basis.

Collateral Duty

3.3 Assignment to collateral duty in the Escort and Honors Unit is equally divided among the precincts and commands.

courtesies & recognitions

Notification Necessary

3.4 In the case of death of a member of the Force it is the duty of his commanding officer to obtain the following information and transmit same to the Duty Officer, Communications Bureau, who notifies the Commanding Officer, Police Academy. In the case of death of a retired member of the Department, this duty is carried out by the Commanding Officer of the precinct in which the deceased resided.

Information Required

A. Rank, Full Name, Shield Number and Command.
Date and Time of Death
Place of death
Residence address
Funeral details, time, place location, residence, funeral parlor, etc.
Time, date, location of services
Cemetery - Name and location
Information concerning deceased's association with the police line and fraternal organizations and family's desires whether or not such organizations be notified.
Requests:
Escort
Pallbearers
Chaplain - denomination requested.
Next of Kin - Full name, address, relationship, telephone number.
Funeral Director - Name, address, phone number.
Cause of death (Natural, line of police duty, etc.)
Medals and commendations which were awarded to deceased.
Date of retirement, if applicable.

courtesies & recognitions

Teletype Authorization

3.5 The Commanding Officer, Police Academy is the only officer authorized to send teletypes and notifications regarding the death of a member or former member of the Department.

Funeral Personnel Required

3.6 Six (6) honorary pallbearers, conforming to the rank of the deceased, are provided, in addition to the following:

Police Officer

A. For a Police Officer - One (1) Sergeant and Twelve (12) Police Officers.

Sergeant

B. For a Sergeant - Three (3) Sergeants and Twenty-four (24) Police Officers.

Lieutenant

C. For a Lieutenant - One (1) Lieutenant, Four (4) Sergeants and Thirty-six (36) Police Officers.

Captain

D. For a Captain - One (1) Captain, Two (2) Lieutenants, Four (4) Sergeants and Forty-eight (48) Police Officers.

Inspector

E. For an Inspector - One (1) Inspectors, Two (2) Captains, Four (4) Lieutenants, Eight (8) Sergeants, Seventy-two (72) Police Officers.

Line of Duty

F. For a member of the Department killed in the performance of duty - One (1) Inspector, Two (2) Captains, Four (4) Lieutenants, Eight (8) Sergeants, Seventy-two (72) Police Officers or as otherwise directed by the Police Commissioner

Funeral Procession

3.7 The procession is formed in the following order:
Adjutant
Music, if provided
Order of Colors

Escort
Chaplains and other member of clergy
Hearse, Pallbearers, and honorary pallbearers
Officers above the rank of Captain
Mourners

Title **4.0 AWARDS & RECOGNITIONS**

Awards Procedure 4.1 The Police Commissioner designates the number and degree of awards and a Committee of Awards, composed of eleven (11) members of the Force selected from the ranks A senior officer is designated as Chairman by the Police Commissioner The Committee of Awards reviews recommendations for awards and advises the Police Commissioner of their findings To transact official business, the Committee of Awards must have a quorum of seven (7) members and a majority must concur to recommend an award

Recommendations A Recommendations are submitted as soon as practical after occurrence of the incident Such recommendation may originate at any supervisory level or from any member of the Force and is processed through succeeding channels, with endorsement to the respective Division Chief who, after review, forwards same to the Chairman of the Committee of Awards

Appeal Procedure B Any member of the Force, believing himself entitled to departmental recognition by reason of an act done in the performance of duty, for which no recognition has been approved, may appeal in writing to the Police Commissioner within

seventy-two (72) hours after the departmental order of awards becomes effective. Notwithstanding the above, the Police Commissioner has the power to make such awards as he deems to be merited by an outstanding act on the part of a member of the Force.

Presentations C. Awards are presented at a time and place as designated by the Police Commissioner.

Type of Awards 4.2 Number and type of awards.

Medal of Honor A. Medal of Honor - Gold medal with blue and gold bar, (inscription "HONOR"). The Department Medal of Honor may be awarded to the member of the Force who intelligently and in the line of police duty outstandingly distinguishes himself by the performance of an act of gallantry and intrepidity at imminent personal hazard of life, with knowledge of the risk above and beyond the call of duty.

Combat Medal B. Combat Medal - Silver medal with blue and white silver bar, (inscription "COMBAT"). A Police Combat Medal may be awarded for the successful performance of an act of extraordinary heroism while engaged in personal combat with an armed adversary, at imminent personal hazard of life, in the intelligent performance of duty.

Medal for Bravery C. Medal for Bravery - Silver medal with white and blue silver bar, (inscription "BRAVERY"). A Medal for Bravery may be awarded for an act of personal bravery intelligently performed, involving personal risk of life, or involving grave personal danger.

courtesies & recognitions

Meritorious Police Service

D. Meritorious Police Service - Bronze plaque with blue-white-blue bar, (no inscription). May be awarded for an act of intelligent and valuable police service or accomplishment demonstrating special faithfulness or perseverance.

Purple Heart Medal

E. Purple Heart Medal - Gold medal with purple heart, purple bar, (no inscription). May be awarded to a member of the Force who is wounded (seriously) under honorable conditions, as a result of hostile behavior by another, or posthumously to a member of the Force who is killed in the performance of duty under honorable conditions.

Department Recognition Bar

F. Department Recognition Bar - White-blue-white bar, (no inscription). In addition to the exceptional awards outlined above, recognition is made of acts of efficient police activity when warranted; and, a monthly recognition list for efficient police service is published. Division Chiefs forward to the Police Commissioner, on a monthly basis, recommendations for recognition of efficient police service. Such list is forwarded by teletype to all Precincts and Commands each month. Individual recognitions are filed in the Officer's personnel jacket and a copy forwarded to him. Action by the Committee of Awards in these instances is not required. Five (5) such recognitions constitute a Departmental Recognition and the member is awarded the Department Recognition Bar.

courtesies & recognitions

The arabic numeral (2) is added to the breast bar for five (5) additional Departmental Recognitions. This numeral is increased by one (3,4,5, etc.) for each five (5) additional Departmental Recognitions. In the event a member is considered for a monthly recognition but instead is awarded a Command Level Recognition, these recognitions are filed in the Officer's personnel jacket and a copy forwarded to him. Five (5) Command level recognitions shall be the equivalent of one (1) Departmental Recognition.

Professionalization Award

G. Professionalization Award - Laminated plaque and metal breast bar, horizontal blue top and white bottom stripe, (no inscription). May be awarded to a member of the Force who has been awarded a Baccaleaurate Degree from a University or College, or a member of the Force who has furthered Police Professionalization by receiving an Associate Degree, or a member of the Force who has attended and completed the F.B.I. National Academy Course.

Special Service Award

H. Special Service Award - Laminated plaque and white-blue-white-blue-white bar, (no inscription). May be awarded to a member of the Force who submits a device or method, adopted by the Department, to increase efficiency in administrative or tactical procedures.

Civilian Commendation

I. Civilian Commendation - Laminated letter plaque, (no inscription). May be awarded to a civilian who has rendered assistance to a police officer in an emergency or who has rendered outstanding assistance to the Police Department.

courtesies & recognitions

Civilian Award

J. Civilian Award - Certificate of appreciation. May be awarded to any individual or organization who, by act or deed, has contributed to a better Police, Community relationship.

Personal Interview

4.3 The Committee of Awards may request a personal interview with the proposed recipient of an award or with any witness to the act performed by the proposed recipient.

Posthumous Award

4.4 In the event the recipient of a Department Award dies before presentation, or as a result of the act for which it was recommended, the award is made posthumously to the appropriate kin.

Duplicate Awards

4.5 Duplication - In the event of subsequent awards for the same or other categories, involving breast bars, the member wears the breast bar designating the highest award. Subsequent awards are noted thereon by oak leaf clusters, as follows:

Medal of Honor	- Gold
Combat Medal	- Silver
Medal for Bravery	- Silver
Meritorious Police Service	- Bronze

Outside Agency Awards

4.6 A member of the Force who receives, or has previously received, an award from another law enforcement agency or recognized organization, applies for permission to wear an accompanying bar. Such request is in writing and made through channels. The request is reviewed by the Committee of Awards to establish

courtesies & recognitions

authenticity and compliance with departmental policy for recommendation to the Police Commissioner for approval. Should approval be granted for the above by the Police Commissioner, the accompanying bar is worn below any Departmental bar or other insignia.

Title

1.0 DUTIES AND RESPONSIBILITIES

Duty Guide Line

1.1 The duties of the Patrolman are defined by Legislative Statutes, Judicial Interpretations, the Rules and Procedures and the orders of the Police Commissioner. The police officer while in the performance of his duties, however, must bridge the gap between the theoretical and the practical. The accomplishment of his purpose is of paramount consideration and only to this end would he go beyond the limitations of the Rules and Procedures in his determination of what action to take. This applies to ALL members of the Force.

Police Mission

1.2 A patrolman is responsible for the accomplishment of the police mission on his post and he constantly directs his best efforts toward the intelligent and efficient accomplishment of that end.

Authority for Mission

1.3 His duties encompass, but are not necessarily confined to, those as enumerated in the Suffolk County Charter, Article XII:Section 1208-C. He is held accountable for crimes, disorders and other incidents on his post.

General Duties

1.4 Patrolmen have the general duties and responsibilities prescribed for all members of the Police Department and such specific duties as are herein prescribed.

Prevention of Crime

1.5 It is the responsibility of all members to take every lawful means to prevent the commission of crime and suppress all forms of commercialized vice and gambling and the illegal use and distribution of drugs on his post. Summary arrests are made whenever practical.

Title

2.0 SPECIFIC DUTIES

Familiar with Precinct

2.1 Patrolmen thoroughly familiarize themselves with their Precinct, including railroad and bus routes and depots; highways and streets; hospitals, public utilities;Fire Departments, important industrial plants and factories; Federal, State and municipal buildings and properties; parks and picnic areas; and acquire the necessary knowledge thereof to enable them to render intelligent and pertinent assistance when requested. They are to, while on duty, carry a pocket guide or map of the Precinct. When they are unable to answer a question they obtain the desired information or direct the inquirer to a reliable source of information.

Familiarization with Post

2.2 On their assigned posts they become familiar with the location of all public, business, office and theater buildings and their exits, skylights,fire escapes and other means of escape, such as over adjacent buildings or through basements. They also familiarize themselves with those places protected by alarm systems, their type and location.

Familiarization with Persons

2.3 Patrolmen familiarize themselves with persons living or doing business on their posts and their normal habits and regular hoursof business activity. Deviations from the normal are investigated immediately.

Obtaining Information

2.4 The patrolman constantly endeavors to build up sources of confidential information by the cultivation of persons on his post and/or associates, who are deemed likely to possess information of value to the Police Department and transmits such information as prescribed by R&P 2 1.19 and 2 12.1.

Cooperation with Merchants

2 5 A patrolman advises merchants regarding suitable crime prevention measures such as placing safes so as to be visible from the street, leaving night lights burning over or near safes, barring rear doors, installing alley lights where desirable, banking often so as not to accumulate large sums of money, taking proper precautions when money is transferred, removal of valuable merchandise from display windows at night, and other security measures. He warns them when fraudulent check-passers, short-change operators, confidence men, counterfeiters, and shoplifters are operating, and explains their methods of operation. He urges merchants to cooperate with the police in reporting all suspicious persons and situations.

Emergency Business Listing

2.6 The patrolman furnishes his Commanding Officer, when required, a list of the warehouses, industries and other places of business on his post, and the names of the owners, managers and other persons designated by the owner who are to be called in the event of an emergency connected with the business or the building which it occupies.

Court Appearance

2.7 When patrolmen are scheduled to appear in Court, they notify their Commanding Officer prior to such scheduled time, so that arrangements can be made for their relief during this period.

Night Patrol

2.8 The patrolman, at night and during the time business places are closed, exercises the greatest vigilance. He examines and tries all accessible doors, windows and other openings as frequently as possible and investigates all suspicious or unusual circumstances, such as open doors, abnormal lighting, etc.

Checking Open Building

2.9 When a door or window is found open under suspicious circumstances the patrolman, if possible, summons assistance to conduct a thorough check of the premises and apprehends the intruder if he be present. He stands guard to prevent his escape pending the arrival of assistance. If circumstances prevent, or make impractical, the summoning of assistance, the officer enters the building to conduct the investigation himself if deemed such entry may b-

made without undue personal risk and consistent with the premise that although the arrest of the criminal is highly desirable, the life and safety of the officer is to be at all times considered as of paramount consideration.

Notification of Owner

2.10 After checking any building found open the officer notifies the Precinct Desk Officer, of his findings. The owner will be notified, if possible, by the Desk Officer and requested to secure the buildings. If the owner cannot be contacted, or fails to respond, the officer secures the premises and leaves a note in a conspicuous place describing the official action taken.

Open Buildings

2.11 The patrolman is held accountable for failure to discover and/or report any doors or windows of business buildings which have been broken open or have remained unsecured on his post during his tour of duty.

Suspicious Persons

2.12 The patrolman observes all persons whom he encounters on his post and investigates any such persons, who by their presence, actions or appearance, arouse his suspicions. These will include, but not necessarily be confined to, persons who loiter about banks, stores, warehouses, service stations, hotels, theaters, railroad and bus stations, and schools; persons who are carrying bags or luggage under suspicious circumstances; persons following women or prowling about on dark

streets or alleys; persons prowling around dwellings at night.

Known Criminals

2.13 He does not hesitate to investigate known criminals seen on his post.

Peddlers & Solicitors

2.14 He gives particular attention to peddlers and solicitors to determine that they are properly licensed and are not using that occupation as a cloak for some illegal purpose.

Wanted Persons

2.15 He is on the alert for persons who answer the descriptions of missing persons and wanted criminals.

Diverted Attention

2.16 He is cautious about allowing strangers to divert his attention by engaging him in prolonged and unnecessary conversations; a confederate may commit a crime while his attention is thus diverted.

Attention to Vehicles

2.17 He directs particular attention to motor vehicles, being constantly on the alert for vehicles that have been stolen or used in the commission of a crime, or that are improperly operated or illegally parked. He investigates any vehicle, the driver, occupants or cargo of which arouses his suspicions in any manner and any vehicles parked with the motor running at a location or in a manner to arouse his suspicions.

Reports Dangerous Conditions

2.18 A patrolman notes and reports all traffic control devices which are damaged, missing or obscured by undergrowth or other material, all

nuisances, impediments, obstructions, defects, in or adjacent to the streets, alleys and public places which tend to endanger the health, safety or convenience of the general public immediately to the Precinct Desk Officer by phone or via Communications Bureau.

Correcting Dangerous Conditions

2.19 When an undesirable condition exists as a result of a violation of a statute or ordinance which the Police Department is required to enforce he directs the person responsible to remedy it. In those instances, in which the removal of the undesirable condition is the responsibility of another municipal agency, or another agency is required to enforce the ordinances pertaining thereto, the officer causes immediate notice be given through his Commanding Officer to the agency whose responsibility it may be.

Reporting Dead Animals

2.20 All dead animals found on his post are promptly reported to the Desk Officer.

Abandoned Refrigerators

2.21 Members of the Force observing an abandoned icebox, refrigerator or other article as enumerated in the Penal Law removes the latches, hinges or doors immediately and notifies owner thereof, if such owner can be ascertained, of his legal obligation to render such article harmless to children by the removal of the latches, hinges, or doors before discarding same.

Protection of Children

2.22 A police officer is friendly toward all children and ever watchful of their physical and moral welfare. He, insofar as possible, patrols in the vicinity of schools, playgrounds, recreation areas, beaches and other places where children congregate to observe persons loitering in those areas and investigates those who, by their presence, appearance,or conduct arouse his suspicions.

Juvenile Gangs

2.23 He uses all legal means to break up gangs existing on his post and to prevent the formation of others.

Abandoned Children

2.24 He delivers abandoned children to the Precinct where they are placed in the care of a matron and the Juvenile Aid Section is notified. Runaway or lost children are returned to their parents, if known, and such transportation approved by the Precinct Commanding Officer, otherwise they are delivered to the Precinct and processed as abandoned children.

Title

3.0 PATROL ASSIGNMENTS

Sector Car Duties

3.1 Patrolmen assigned to patrol cars are known as sector patrolmen and have the duties and responsibilities prescribed for patrolmen and such additional duties as are herein prescribed. They maintain a constant and vigilant motor patrol, except when otherwise directed, are on the alert for violations of the Vehicle and Traffic Law and other laws

and ordinances. Radio calls are promptly acknowledged and the details assigned carried out without delay.

Footmen in Vehicle

3.2 Patrolmen assigned to foot patrol posts do not enter vehicles of any type except when authorized, nor does a sector car patrolman permit a foot patrolman to enter his vehicle without authorization.

Vehicle- Unauthorized Persons

3.3 Operators of Department owned vehicles do not, unless permission to do so has been expressly granted, permit the entrance of any unauthorized person into said vehicles.

Sector Car Operation

3.4 Radios are turned on at all times while the patrol car is in service. If, while checking a building or otherwise out of the car, the officer is in such a location as to prevent his hearing a call, he calls out of service and back in service when the detail is completed. Motors of parked police vehicles are turned off and the ignition keys removed unless the operation of the generator is required to operate the flashing red light or maintain the battery charge.

Leaving Sector

3.5 Operators of sector cars remain within the boundaries of their respective sectors unless in close pursuit, or upon authorization by the Communications Bureau or their supervising officer. The Communications Bureau is informed when a sector car leaves it's assigned area for any reason whatsoever and as

soon as possible and immediately upon its return to service in its proper sector.

Securing Vehicle

3.6 Sector car patrolmen summon aid when there is need to transport a prisoner or a person deemed likely to cause injury to the police vehicle, such as fighting drunks, mentally deranged persons, etc. The officer assigned to assist notifies the Communications Bureau when he has arrived at the scene and secures his vehicle by locking all doors and ignition and removal of the keys before accompanying the arresting officer to his destination. Upon completion of the detail, the assisting officer is transported back to his vehicle and notifies the Communications Bureau that his unit is back in service.

Recording Alarms

3.7 Sector car operators note and make memorandum on prescribed forms of all descriptions of wanted and missing persons, stolen vehicles, etc., received via radio broadcast daily bulletin, or other means.

Emergency Light & Siren

3.8 The operator of a Police Vehicle does not use the revolving red light and siren unnecessarily.

Parking Police Vehicles

3.9 At the scenes of emergencies, large fires, etc., operators park patrol cars away from the scene, and in such a manner so as to avoid obstructing or being hemmed in by emergency apparatus.

patrolman

Title — **4.0 POST PROCEDURES**

Reporting Time — 4.1 The patrolman reports promptly, at the designated hours, at his assigned post or as otherwise directed. He listens attentively to the orders and instructions as issued by his superior officers and makes written memorandum of such information.

Appearance & Bearing — 4.2 The patrolman at all times, while on duty, maintains an alert and business-like manner and a military bearing. He does not loiter or lounge about upon the street or in places of business nor lean against objects. He does not, without a specific reason relative to duty, conceal himself from view.

Patrol of Post — 4.3 The patrolman throughout his tour of duty maintains a faithful, diligent and continuous patrol of all parts of his post. He inspects every part of his post as frequently as possible, giving particular attention to those areas wherein the crime rate has currently been highest. He, while on patrol, reports every hour, or as otherwise directed, to the Desk Officer via callbox.

Proper Relief — 4.4 A patrolman does not, while on duty, loiter in or about the Precinct or other Department facilities. He does not abandon his post at the expiration of his tour until properly relieved, or until such time as designated by his Commanding Officer or Desk Officer.

patrolman

Leaving Post — 4.5 The patrolman does not leave his post during his tour of duty, except with the permission of his superior officer, or upon urgent police business requiring his immediate attention, nor does he enter any building except when necessity requires or in the performance of his duty. He does not, however, refuse to give assistance in the protection of persons and property near his post if called upon in any case requiring immediate attention.

Overlapping Posts — 4.6 Where motor posts overlap foot posts, the primary responsibility for security checks on business establishments on the foot post rests on the foot patrol officer. The motor patrol officer familiarizes himself with the foot post, and he in turn is responsible for that part of his post not covered by foot patrol. The motor patrol posts are set up to overlap the foot patrol posts to provide additional coverage and to have a motor patrol officer available for emergency calls and to assist the foot patrol officer when needed.

Relief of Operator — 4.7 The sector car patrolman does not leave his car at the termination of his tour of duty until properly relieved. He is considered as properly relieved when the car has been turned over to his relieving officer and he has informed the relieving officer of any special orders or instructions. If no relieving officer is present, he notifies the desk officer forthwith and complies with instructions received.

patrolman

Meal Period

4.8 Meals are obtained by the sector car operator within his sector whenever practical. He, via phone before going out of service, requests the permission of his Precinct Desk Officer to leave his post for meals and abides by the Desk Officer's decision. It is incumbent upon said Desk Officer to notify the Communications Bureau, via phone, when such permission has been granted and the telephone number at which he may be contacted during the mealtime.

Call Box Use

4.9 The sector car operator transacts all police business through the Precinct, whenever possible, using the callbox or public telephone to avoid overloading radio transmissions or leaving the patrol sector.

Hourly Ring

4.10 A patrolman regularly makes his duty calls over a police callbox at such intervals and at the time designated for the post to which he is assigned. He does not report more than two (2) minutes before nor more than ten (10) minutes after the designated time, unless detained by police duties, nor does he make two or more consecutive calls from the same callbox unless ordered to do so by his Commanding Officer.

Delay in Ring

4.11 When the performance of police duties prevents his calling over a police callbox at the designated time, he reports later, by callbox or public telephone, whichever can be done at the earliest moment, and explains the delay to the Desk Officer.

patrolman

Call Box Procedure

4.12 When reporting and when his call is acknowledged, he identifies himself and the callbox, and remains on the telephone until he has received any orders which the Desk Officer may have for him or until advised that there are no orders for him.

Memo Book

4.13 Patrolmen assigned to any Precinct Command, the Marine Bureau, the Highway Patrol Bureau, Canine Section and Aviation Section maintain a memorandum book to record all activities of their duties and actions taken by them. The memorandum book is submitted to the supervising officer for certification and is to be produced when required by the Police Commissioner, Court order or for inspection by a superior officer. Memorandum books and inserts are provided by the Department and are to be preserved by the individual officer for future reference.

Pct. Daily Bulletin

4.14 Upon receipt of the Precinct Daily Bulletin, or as soon thereafter as is practicable, he carefully reads same to familiarize himself with its contents and comply with instructions contained therein. He preserves it and passes it on to his relief at the termination of his tour of duty. Outdated copies of the Bulletin are destroyed to prevent their falling into the hands of unauthorized persons.

Patrol Route

4.15 Insofar as practicable, a patrolman does not patrol his post ac-

cording to any fixed route or schedule,but alternates frequently and backtracks, thereby avoiding the creation of a predictable pattern.

Title

5.0 COMPLAINT HANDLING PROCEDURE

Missing Persons

5.1 A patrolman receiving a complaint that a person is missing, after determining that said person is in fact within the category of a missing person, obtains all information required to complete a Missing Person Report. He notifies the Communications Bureau stating description, and all information deemed of value to enable members to identify the subject. Periodic visits are made by the patrolman on whose post the missing person resides to check the status of the subject. He notifies the Juvenile Aid Section whenever the missing person is under sixteen (16) years of age.

Lost Child Search

5.2 When a small child has been reported missing, every available police vehicle and patrolman is used in the search. A systematic and thorough search of the entire area is made, using one location as a base of operations. The search party, consisting of Department personnel and volunteers, is under the Command of the senior ranking patrol officer and he is responsible for the coordination of the efforts of all members of the group and to obtain whatever special equipment, such as lights, loudspeakers and portable radio equipment as required.

Return of Missing Persons

5.3 The Communications Duty Officer is notified immediately when the return of a missing person has been verified. The Juvenile Aid Section is notified when the return of a missing person under sixteen (16) years of age is verified.

desk officer

Title — **1.0 RESPONSIBILITIES**

Authority — 1.1 The Desk Officer is under the direct command of the Squad Commander and during the temporary absence of a Precinct Officer of higher rank, acts as Commanding Officer.

Definition — 1.2 Desk Officer is defined as that member of the Force designated by the Squad Commander to perform precinct desk duty and supervise desk personnel and desk procedures. Usually this post is assigned to a Sergeant, but can be assigned to any subordinant officer in the command.

Designated Post — 1.3 He remains at his post, within the designated room of a Department building throughout his tour of duty, except at such times as required for personal necessity, meals, official police business, or as otherwise directed by his Commanding Officer. Before leaving his post for any reason, he places a competent member of the Force in charge during his absence.

Pct. Desk — 1.4 He does not permit anyone behind the desk, except a member of the Police Department in the performance of his official duties and the following officials or their duly authorized assistants or deputies of the County of Suffolk: County Executive, District Attorney, Chief Medical Examiner, County Comptroller, and County Attorney.

Loitering Personnel — 1.5 He does not permit officers on duty to remain at the Precinct for

desk officer

periods of time longer than necessary.

Receipt of Supplies — 1.6 He receives and inspects all supplies delivered to the Precinct for quantity and quality and forwards the delivery tickets and invoices to the Supply and Procurement Bureau.

Precinct Condition & Security — 1.7 He is responsible for the security, cleanliness and condition of the Precinct and requires all members to refrain from unduly littering the premises.

Transmission of Orders — 1.8 He is responsible for the transmission of all orders or instructions from competent authority, received during his tour of duty which affect any member of the Force attached to or residing within the boundaries of his Precinct.

Equipment & Property — 1.9 He obtains from all personnel who are transferred or re-assigned within his Command such Police Department property and other items issued by the Precinct not pertinent to his new post.

Prisoner Responsibilities — 1.10 He is in immediate control of, and responsible for, the incarceration, safekeeping and humane treatment of prisoners in custody in the detention cells. He strictly complies, and exacts strict compliance by his subordinates, with all regulations as prescribed by the Rules and Procedures.

desk officer

Police Vehicles 1.11 He requires all Precinct vehicles not in operation on assigned posts to be returned to the Precinct unless otherwise directed, and after having been properly secured, the keys removed therefrom and maintained on a key board. All keys, including extra car keys, are properly tagged and maintained on the same keyboard.

Vehicle Location 1.12 He accounts for the location of each precinct vehicle to the desk officer who relieves him at the termination of his tour of duty.

Title 2.0 DUTIES

Posting Assignment 2.1 He assists the Squad Commander in posting their men, and as soon as the Squad is posted notifies the Communications Bureau Duty Officer of all assignments. He promptly notifies the Duty Officer if any changes are made in assignments throughout the tour of duty.

Duty Chart 2.2 He maintains the duty chart in the prescribed manner, noting all assignments of personnel and the time of each check call made by members of the patrol force on duty.

Maintains Records 2.3 He is responsible for the maintenance, condition and accuracy of all entries in all authorized records during his tour of duty and attests to this by his certification in the prescribed manner.

desk officer

Daily Journal Entries 2.4 He notes in the Daily Journal the appearance at the precinct of the Police Commissioner or members of the following: Chaplains' Section, Office of the Chief of Operations, Office of Chief of Personnel, Office of the Chief of District, Office of the Chief of Detectives, Legal & Inspection Bureau and any other member, regardless of rank, who so requests. The entry states the time of arrival and departure and the reason for the appearance.

Crossing Guard Schedule 2.5 He maintains a schedule of all crossing guard posts and the list of personnel assigned and substitute guards. In the event of the absence of a crossing guard he designates and notifies a substitute or, if no substitute is available, a member of the Force to cover the post pending the return of the regular guard to duty.

Title 3.0 COMMUNICATIONS

Message Distribution 3.1 He receives and distributes or causes to be distributed, as addressed, all messages and documents from Headquarters.

Teletype & Phone Messages 3.2 He is responsible for the reception of all telephone and teletype messages at the precinct and the taking of prompt action as indicated therein.

Outgoing Teletype Messages 3.3 He checks with Central Records, Special Crime Bureau and Detective Squads concerned before contacting

the Communications Bureau to send teletype messages regarding lost, stolen, or recovered motor vehicles, boats, firearms, or other items.

Operation Failure

3.4 In the event of failure in the operation of precinct teletype, radio or telephone he promptly notifies the Communications Bureau Duty Officer and the appropriate utility repair service bureau by any available means.

Phone Answering Procedure

3.5 When using Department telephones, he adheres to the prescribed procedure. Incoming calls are answered immediately. He identifies himself by: Suffolk County Police Department, Precinct Number, rank and name. Use the hold key to keep calls on the line. No unnecessary outgoing calls are made and all telephone conversations are as brief as is feasible.

Title **4.0 CITIZEN - REQUESTS**

Relay of Information

4.1 Upon receipt of a report from a citizen requiring police action, he immediately telephones all pertinent information to the Communications Bureau.

†Assistance to Citizens

4.2 Whenever legally possible and consistent with Departmental Rules and Procedures, he complies with requests by citizens for information, advice or assistance, or if the matter in question be within the jurisdiction of another authority, refers him to the proper authority.

Headlamp Inspections

4.3 When requested by a citizen, he conducts the required headlamp inspection of a repaired defective headlamp and completes the necessary affidavit. He then records the inspection in the Daily Journal.

Title **5.0 UNUSUAL INCIDENT EMERGENCY**

Notification to Communication Bureau

5.1 He immediately telephones the Communications Bureau Duty Officer of any unusual accident, disorder, emergency, explosion, fire, flood condition, riot, homicide, robbery, serious felonious assault, drowning, labor dispute or any incident deemed reasonably important to the Police Commissioner, his staff officers or the news media. He immediately telephones the Duty Officer of any new development concerning the foregoing.

Information to Commanding Officer

5.2 He keeps his Commanding Officer informed as to events of importance as enumerated above and such other matters and conditions requiring his attention.

Miscellaneous Notification

5.3 He promptly notifies personnel of the Detective Division or the Juvenile Aid Sectionwhen circumstances require their participation in an incident covered by members of the Precinct.

supervising officer

Title	**1.0 RESPONSIBILITIES**
Enforcement of R & P	1.1 A supervising officer is responsible for the enforcement of these Rules and Procedures and all authorized orders. He is responsible for the critical supervision of his subordinates and their strict compliance to these Rules and Procedures and all authorized orders. He is also charged with the proper maintenance and condition of departmental equipment within the Command and promptly reports any condition requiring attention to his superior officer.
Central Supervision	1.2 A supervising officer, is charged with exacting the proper performance of police duty from members subject to his supervision. He assists and instructs the members in the discharge of their duties and performs any other duties assigned by competent authority.
Inspection of Personnel	1.3 A supervising officer inspects all members subject to his supervision to ascertain that they are properly uniformed, equipped and meet the standards of personal hygiene. He advises them of all important matters.
Title	**2.0 DUTIES**
Hourly Ring	2.1 A supervising officer on patrol calls the desk officer by departmental telephone at least every hour.

supervising officer

Information During Emergency	2.2 A supervising officer during an emergency, keeps the desk officer informed of developments, or as otherwise directed by his Commanding Officer.
Memo Book Inspection	2.3 A supervising officer inspects at least once each tour of duty, the memorandum books of members on duty, and certifies that a full and accurate record of duty performed,alarms, and all other necessary information has been entered therein. The supervising officer certifies same, entering date, time and signature.
Police Booth Inspection	2.4 A supervising officer visits all booths at least once during each tour of duty, and is responsible for the cleanliness and proper equipment thereof, and sees that they are properly lighted inside and outside at night and extinguished during daylight.
Special Posts Inspection	2.5 A supervising officer visits at least once during each tour of duty the members assigned to special posts, hospitals and Courts located on their posts.
Maintains Memo Book	2.6 A Sergeant assigned to any Precinct Command, the Marine Bureau, the Highway Patrol Bureau, Canine Section and Aviation Section maintains a memorandum book to record all activities of his duties and actions taken by him. He submits his memorandum book to his supervising officer for certification.

supervising officer

He produces it when required by the Police Commissioner, Court order or for inspection by a superior officer. Memorandum books and inserts are provided by the Department and are to be preserved by the individual officer for future reference.

Title — 3.0 COMMAND 6000 CAPTAINS —SEE ATTACHED—

Duties — 3.1 Duties of Command 6000 Captains

Direct & Coordination — A. Direct the efforts of all personnel within the Patrol Division toward the fulfillment of those facets of the police mission, the responsibility for which is charged to said division in particular, and the coordination of the efforts of the department as a whole through supervision of all members, both as individuals and commands, of said Patrol Division on a staff level.

Inspect Installations — B. Travel to all installations within the Police District operated by the Patrol Division, throughout their tours of inspection, and observe the efforts and the results thereof, of all Patrol Division personnel.

Supervise Procedures/ Policies — C. Offer critical advice and order remedial measures be taken when deviations from approved departmental procedures and/or policies are noted and such on-the-spot action is deemed advisable. If otherwise, the observations and recommendations are to be reported via internal correspondence to the Chief of District for his consideration.

supervising officer

Guidelines — D. Conform with the following:

Liaison with Communication Bureau — 1. Maintain constant liaison with the Communications Bureau at all times while on duty.

Respond to Incidents — 2. Respond to all such incidents within the Police District, which by their nature may indicate the advisability of the presence of a representative of Command 6000.

Assist at Emergencies — 3. Provide direction and assistance at emergencies or unusual disorders. Implement existing plans as needed.

Correct Deviation from R&P — 4. Detect and correct deviations from accepted departmental procedures and policies.

Evaluate Procedures — 5. Evaluate procedures, plans and assignments within the Police District and correct or make recommendations to the Chief of District.

Administrative Responsibilities — 6. Accept administrative responsibility in the absence of a superior.

Line of Duty Injuries — 7. Respond to and assist whenever possible at the scene of any incident in which a departmental member may be injured in the line of duty.

Coordinate Field Operations — 8. Coordinate field operations involving more than one (1) command.

Discipline & Morale — 9. Investigate matters of discipline and morale within the jurisdiction of the Chief of District.

Records & Personnel — 10. Examine at irregular intervals records and personnel within the jurisdiction of the Chief of District for conformity with the Rules and Procedures.

Installation & Equipment — 11. Inspect installations and equipment of this Department for serviceability, cleanliness and sufficiency.

supervising officer

Public Relations	12. Maintain a high level of community relations with the public and news media.
Tour Report	13. Prepare a concise report at the completion of each tour of duty of all action taken.
Keep Informed	14. Insure that prompt and detailed information is received by him from the Communications Bureau regarding serious, unusual or newsworthy incidents.
Additional Duties	E. In addition to the above enumerated duties, he performs such other duties as prescribed by the Police Commissioner and the Chief of District.

commanding officer

Title	**1.0 RESPONSIBILITIES**
Administration	1.1 The Commanding Officer exercises control over all members of his Command. He is held responsible for the accomplishment of the police mission through the effective administration and operation of his Command.
Deployment of Personnel	1.2 He assigns members of his Command in such a manner as to effectively accomplish the police mission in the area under his command in full compliance with the Rules and Procedures and is empowered to redeploy his personnel in accordance with work load requirements to maintain a distribution of his force among shifts in proportion to the work load.
Statistical Analysis	1.3 He analyzes departmental statistics to ascertain troublesome areas in his Command and takes proper remedial action.
Discipline & Efficiency	1.4 He is responsible for the maintenance of discipline and efficiency of the personnel of his Command and their full compliance with the Departmental Rules and Procedures, appropriate manuals, and all orders of the Police Commissioner or his Deputies, or any other superior officer.
Department Property & Equipment	1.5 He is responsible for the maintenance of the good order and sanitary conditions of all Departmental building and parts thereof, under his command and is accountable for

the furnishings and equipment assigned thereto, making frequent inspections and promptly reporting such items in need or replacement or repair to the proper authority. In like manner he inspects and reports all Departmental vehicles, weapons, and other special equipment assigned to the Command in need of replacement or repair.

Complaint Investigation

1.6 He is expressly required to see that all complaints reported within his Command are promptly and properly investigated and appropriate action taken.

Title 2.0 DUTIES

Assignment Changes

2.1 He reviews and approves, or directs such changes in assignments of personnel as deemed advantageous to the accomplishment of the police mission under his command.

Emergency Manpower

2.2 He, when conditions warrant, requests the aid of the Division Commander for such additional temporary manpower as deemed necessary to meet the current or anticipated emergency.

Issuance of R.&P.

2.3 He insures that, all members of his Command are provided with a copy of the Departmental Rules and Procedures and appropriate manuals and are properly instructed in the contents thereof. He checks their knowledge of their duties as to best accomplish the police mission.

Compliance Procedures

2.4 He insists that all members of his Command comply with standard operating procedures, giving special attention to those failures that may jeopardize the safety of his men, the rights and liberties of private persons and the reputation of the Police Department.

Instruction on Conduct

2.5 He instructs, or causes to be instructed, the members of his Command, in regards to their conduct, both on and off duty, in order to avoid actions deemed detrimental to the good order and efficiency of the Police Department.

Inspections

2.6 He makes frequent inspections in the area under his Command at irregular times noting all violations of laws and ordinances, especially those pertaining to gambling, vice, narcotics, public morals, alcoholic beverages, and other conditions requiring attention. He, at unannounced and unusual hours, makes tours of inspection of officers on duty to establish that their duties are being properly performed. He takes such remedial action as required to correct any such violations noted.

Outside Jurisdiction

2.7 He refers to the proper Command all requests by outside jurisdiction for police assistance.

Line of Duty Death

2.8 He carefully investigates the reported death of any member of the Police Department or Force while acting in the discharge of duty

commanding officer

within his Command and forwards, through official channels, a written report in full detail to the Police Commissioner.

Department Recognition

2.9 He submits a comprehensive written report to the Division Commander when a member of his Command, or of another Command, if brought to his attention, performs any exceptional act, or deed of particular merit which, in his opinion is worthy of official recognition. The Commissioner may excuse such members for one tour of duty. He also, in like manner, reports those instances in which a civilian has rendered assistance to the Department in the apprehension of a criminal or in an emergency.

Unusual Incident Notification

2.10 In the event of riots, bombings, explosions, destruction of property or other forms of violence growing out of labor or industrial disputes or minority tensions, or any other unusual incidents reasonably deemed of importance to the Police Commissioner or his Staff or the news media, he promptly notifies the Division Commander and the Communications Bureau.

Case Referrals

2.11 He makes decisions as to action to be taken in cases referred to him by the Communications Bureau Duty Officer.

Arrest Review

2.12 He reviews the circumstances of the arrest of each person arrested by members of his Command to

commanding officer

ascertain that all are legally detained.

Resolves Arrest Decisions

2.13 He decides questions relative to the action to be taken on arrests made by members of his Command and by other members of the Department whose Commanding Officer is not available for a decision.

Liaison with Command

2.14 He communicates frequently with his Command when making inspections in the area under his Command, and when absent keeps the Command informed where he may be found. He frequently tests the knowledge of personnel assigned to his Command as to conditions within the area of their responsibility, persons residing or doing business there, and the nature of business being transacted.

Equipment-Termination of Service

2.15 He obtains all Police Department property in the possession of a member of the Department who is suspended, resigns, retires, is dismissed, has been given a leave of absence for a period of over thirty (30) days or during active military leave. He also obtains from the above mentioned persons all revolvers and pistols in their possession. He immediately obtains all Police Department property and all revolvers and pistols from the effects of a deceased member or other employee. He promptly has all items acquired as above invoiced as listed in the prescribed manner to the Quartermaster Section.

Excuse from Duty-Court

2.16 He may excuse members of his Command below the rank of Captain, on duty from 0001 to 0800 at 0400, who are under proper subpoena or other notification, compelling their appearance before 1200 the same day.

Exchange of Tours

2.17 He may grant permission to members of his Command performing similar duty, to exchange tours, relieve early or late, when agreeable to both, and will not interfere with police service. This privilege is not granted in conjunction with leaves of absence or in allowing members affected to perform two consecutive tours of duty. The names of the members concerned and particulars are entered on the appropriate Duty Charts and the Attendance Data Card is noted as outlined by these Rules and Procedures.

Crime Scene Investigation

2.18 He requires members of his Command to carefully preserve crime scenes intact, prohibiting the entrance into the area of all unauthorized persons pending the arrival of Detective Division personnel, and coordinates the crime investigation efforts of the members of his Command with those of the Detective Division.

Liaison with Local Government

2.19 He shall endeavor, through close association and cooperation with local boards of government and civic groups, to foster a relationship mutually beneficial to this Department and the general public.

Title

3.0 PRECINCT COMMANDER

Precinct Syllabus

3.1 The precinct commander maintains for members of his Command, a syllabus which establishes the sector boundaries, foot patrol posts, school and church crossing posts, special posts, locations of call boxes and relief points, duties of officers assigned to special posts and other pertinent information.

Planning Bureau Approval

A. He forwards the precinct syllabus and any amendments thereto, before printing and distribution, through channels to the Planning Bureau for review before final approval by the Police Commissioner.

Distribution

B. He causes the distribution of a printed copy of the precinct syllabus and/or any approved amendments thereto, to each member of the Force within his command for insertion in the R & P directly after the last index page; the insertion of a printed copy of the precinct syllabus and/or any approved amendments thereto in the command copies of the R & P as above; the forwarding of one (1) copy and/or any approved amendments thereto to Detectives Squad Commander for informational purposes.

Daily Bulletin

3.2 He causes a ''Precinct Daily Bulletin'' to be printed and distributed daily. The bulletin is to contain information pertinent to his precinct in particular and the Department as a whole in general. It includes, but is not limited to,

items such as;stolen motor vehicles of special interest, stolen property of any nature that can be readily observed by patrols, missing and/or wanted persons, notifications to precinct personnel from teletype and other sources. The bulletin may be printed on both sides of the sheet and the officer's name who prepares the bulletin must appear after the last bulletin entry. The precinct commanding officer is responsible for the context of the ''Precinct Daily Bulletin'' in all instances.

Crossing Guard Administration

3.3 He is, within his Precinct, responsible for the administration of the crossing guards,their training and re-training, their inspection for appearance. He ascertains the times of pupil assembly and dismissal for each school within the Precinct and designates the times during which these school and church crossings are to be covered.

Crossing Guard Survey

3.4 He, upon receipt of a request for additional crossing guards, requests a survey be made of the locations by the Commanding Officer of the Highway Patrol Bureau. No such additional guard may be appointed unless so recommended as a result of the findings of said survey.

Prisoner Detention

3.5 Commanding Officers of Precincts having detention cells are responsible for the detention of

prisoners in accordance with New York State Department of Correction regulations relative thereto. They frequently check the Detention Log and the manner in which entries are made and exact strict compliance with instructions.

Probationary Patrolman

3.6 He requires a written report upon proper designated forms to be submitted by each Squad Leader under whose supervision probationary patrolmen have been assigned. The report appraises the manner in which the assigned duties of each probationary patrolman have been carried out during the period he has been assigned to said Squad Leader and will be submitted to the Commanding Officer of Personnel Records Section eighteen days prior to the expiration of the probationary periods, or as otherwise directed,after having been reviewed and signed by the Precinct Commanding Officer. If, during the remaining 18 days of such probationary period any violations of the Rules and Procedures are committed by said probationary patrolman, or other incident concerning him deemed as detrimental to the Police Department is observed, he immediately notifies Personnel Records Section. If a probationary patrolman is transferred to another Command prior to the expiration of his probationary period, the original Commanding Officer forwards all data concerning such probationary patrolman to the Commanding Officer of the

new Command who submits same, together with a report of the manner in which his duties were performed while in the new Command, to the Commanding Officer of Personnel Records Section at the expiration of the probationary period or as otherwise directed.

Communications Bureau Assignment

3.7 He, upon request of the Communications Bureau Duty Officer, immediately assigns such Precinct personnel as required to provide adequate manpower at the Communications Bureau, such assignments to be temporary in nature.

Precinct Desk Assignment

3.8 He designates the members within his Command performing desk duty to be responsible for the condition and correctness of the authorized books and records used by them.

Recall Department Equipment

3.9 He obtains all Police Department property in the possession of a member of the Force, or crossing guard who is suspended, resigns, retires, is dismissed, has been given a leave of absence for a period of thirty days or during active military leave. Crossing guards are authorized to retain their badges and uniforms upon completion of the school term. In the event they do not return for employment upon the re-opening of school the following term, it shall be the responsibility of the Precinct Commanding Officer to obtain the issued equipment.

Supervision of Investigations

3.10 He requires his duty Lieutenants and Patrol Sergeants to supervise the Patrolmen's preliminary investigations of crimes, to utilize all available resources toward the apprehension of the perpetrator or suspects, the location and interviewing of witnesses and the recovery of stolen property.

Police Matrons

3.11 He compiles and causes to be maintained at the Precinct a list of female persons subject to call to perform the duties of matron when required to safeguard female prisoners or the care for lost children brought to the Precinct. It is the matron's duty to inspect such prisoners immediately upon arrival at the Precinct and at 30 minute intervals while in the detention cells and make the required entries in the Detention Log.

Road Block Plans

3.12 He compiles and maintains a list of all banks and financial institutions within his Precinct. In conjunction with said list a comprehensive Road Block Plan is drawn up, stating in full detail the locations of all participating Precinct vehicles to most effectively seal off any given area within, or adjacent to, the Precinct. He insures that the list and Road Block Plan are frequently revised to conform with changing conditions. Copies of both, and revisions thereto, are promptly forwarded to the Planning Bureau, the Chief of District and the Communications Bureau.

commanding officer

Duty Schedule	3.13 To afford the presence of the Precinct Commanding Officer or Executive Officer at the Precinct, Monday through Saturday, from 0900 to 1800, a duty scheduled is adopted to conform accordingly by the Precinct Commanding Officer.
Title	**4.0 EXECUTIVE OFFICER**
Duties & Responsibilities	4.1 The precinct commanding officer is assigned an executive officer to serve as his administrative aide and performs the following duties. Such duties are, but not limited to;
Police Mission	A. Assume responsibility for the accomplishment of the police mission through the effective administration and operation of the Command in the absence of the commanding officer.
Enforce R.& P.	B. Responsibility for the enforcement of these Rules and Procedures and all authorized orders.
Comply to R. & P.	C. Responsibility for the critical supervision subordinates and their strict compliance to these Rules and Procedures and all authorized orders.
Supervision	D. Take suitable action in the case of any laxity, misconduct, incompetence or neglect of duty coming to his attention in any manner.
Familiar with Duties	E. Thorough familiarization of the assignments and duties of all subordinate officers.
Counsel Subordination	F. Counsel subordinate officers in the performance of their duties on his own initiative or as requested.

commanding officer

Records & Files	G. Supervise the uniform reporting procedures and the records and files of the Command and insure their conformity to these Rules and Procedures.
Inspections	H. On sight inspection of personnel, equipment, vehicles and Command installations.
Planning & Training	I. Provide continuity and assistance for planning and in-service training.
Coordination	J. Co-ordinate operations between squad and plainclothes details.
Draft Schedules	K. Draft schedules required for assignments other than the standard tour rotation schedule.
Public Relations	L. Maintain high level of police-community relations.
Memoranda	M. Prepare memoranda pertinent to the Command and insure dissemination thereof.
Additional Duties	N. Perform such other duties as directed by the Commanding Officer.